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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference

Austin Convention Center, Hall 4
June 4 - 7, 2012

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Show Organizer Information and Forms

The 38th IEEE Photovoltaic Specialists Conference
Conference Dates: June 3-8, 2012
Expo Dates: June 4-7, 2012
Austin Convention Center, Austin, TX

PVSC 2012 Exhibit Schedule:

2012 Exhibit Move-In		
Date:	**Time:**	**Exhibit Hall**
Sunday, June 3 Monday, June 4	8:00 am – 5:00 pm 8:00 am – 3:00 pm	Exhibit 4

2012 Exhibit Hours		
Date:	**Time:**	**Exhibit Hall Events:**
Monday, June 4 Tuesday, June 5 Wednesday, June 6 Thursday, June 7	5:30 pm – 8:30 pm 10:00 am – 5:00 pm 10:00 am – 5:00 pm 10:00 am – 3:00 pm	Exhibit Hall Opening Reception

2012 Exhibit Move-Out		
Date:	**Time:**	**Exhibit Hall:**
Thursday, June 7	3:30 pm – 7:00 pm	Exhibit 4

WHAT YOUR BOOTH INCLUDES

ALL booth packages include:

- 8-ft. high back drape and 4-ft. high side drape
- Option to purchase one (1) discounted (IEEE Rate) meeting registration
- One (1) copy of the on-site Program Guide with your company's max 50-word description
- One (1) 7 x 44 in. ID sign

Value Package:

- One (1) 6-ft. Skirted Table
- Two (2) Padded Side Chairs
- One (1) Standard Carpet
- One (1) Wastebasket
- One (1) 500-W Electrical Outlet
- Four (4) exhibit hall only badges per 100 sq. ft.

Standard Package:

- Four (4) exhibit hall only badges per 100 sq. ft.

Table-Top Package 8x10 ft. (80 sq. ft.)

- One (1) 6 ft. Skirted Table
- Two (2) Padded Side Chairs
- Two (2) Exhibit only badges

Show Sponsor	Exhibit Information	General Service Contractor
The Institute of Electrical and Electronics Engineers Inc (IEEE) Conference Chair: B.J. Stansbury Exhibits Chair: John Martin www.ieee-pvsc.org	Palisades Convention Management 411 Lafayette St., Suite 201 New York, NY 10003 (646) 226-7592 Contact: Danielle Rocco drocco@pcm411.com	Global Experience Specialists (GES) Steve Dunne 407.467.0588 SDunne@ges.com Contact us online: www.ges.com/chat

38th Photovoltaic Specialists Conference

June 3-8, 2012 • Austin Convention Center
Austin, TX

EXHIBIT RULES & REGULATIONS

The rules and regulations set forth below are a binding part of your contract with the 38th Photovoltaic Specialists Conference (PVSC.) We request that you review these rules and regulations thoroughly to help ensure that you make the most of this event. All matters regarding these rules and regulations and exhibitors' compliance therewith shall be determined by PVSC at its sole and absolute discretion.

1. **PAYMENT AND CANCELLATION** - All booth reservations made on or before **March 28, 2012** must be accompanied by **50% deposit and signed contract,** and full payment must be made before **March 28, 2012.** Booth reservations made on or **after March 28, 2012** must be accompanied by full payment and a signed contract. Applications will not be processed nor exhibit space assigned until exhibitor submits the appropriate payment by the dates set forth above. Incomplete applications will not be processed. Deposits are nonrefundable. **Cancellation of booth space after March 28, 2012** will incur **100%** of the booth rental fee. All cancellations must be submitted in writing in order to be valid. No exhibitor will be permitted to bring any equipment or display material on the exhibit floor without prior full payment on their booth or any other delinquent account with PVSC.

2. **NO EXHIBITS OUTSIDE OF PVSC EXHIBIT JURISDICTION** - No exhibit eligible for this show will be permitted in a hotel room or outside of the regular jurisdiction of the PVSC Show Management. All exhibitors are prohibited from distributing any materials from outside of their specific display area.

3. **SPACE ALLOCATION** - PVSC shall use its best efforts to locate Exhibitor's booth in one of the locations designated by Exhibitor on the Exhibit Space Application/Contract. Notwithstanding the foregoing, PVSC reserves the right to change the location of any booth at any time as PVSC, at its sole discretion, deems necessary or appropriate. The Exhibitor will be notified by Show Management of such change.

4. **SUBLETTING SPACE** - Exhibitors may not assign, sublet, or apportion to others all or part of their space and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of business. However, an exhibitor may use outside equipment or products to enhance his own presentation without giving credit to the manufacturer.

5. **DISPLAY** - Exhibitor shall not exhibit any products or services other than those described in its

Application/Contract or approved in writing by PVSC. Exhibitor shall not in any manner indicate that a PVSC endorsement or approval of exhibitor's product or service has been given by PVSC merely because PVSC approved such product or service or advertising material displayed or disseminated at the exhibit. PVSC reserves the right to prohibit or require the removal of any display or exhibit, or any part of an exhibit, which it deems unsuitable or not in keeping with the character of the Trade Show.

6. **BOOTH CONSTRUCTION AND ARRANGEMENT** - Exhibitor shall not perform any alteration, including, but not limited to, any repair, painting, staining, and drilling, to any portion of the facility or the exhibit booths without the prior written consent of the facility and PVSC. All work involved in installing and dismantling exhibits and displays will be governed by local union regulations. PVSC will provide and arrange for the installation of uniform draped backgrounds to a height of eight feet above the floor, draped side rails which will be three feet high and a company identification sign with the exhibitor's name. Each exhibit must be confined to the space limits indicated on the floor plan. No part of any standard booth may be over eight feet high. All exceptions to the standard rule must receive permission from the PVSC Show Management in writing.
NOTE: Displays in island booths may exceed twelve feet high, with approval of Show Management. Please refer to the booth construction and design specifications. The PVSC Show Management's ruling in such matters is final.

7. **EXHIBIT SPACE** - Exhibit space is priced at variable rates depending on the purchased booth package.

8. **INSTALLING EXHIBITS** - If installation of any exhibit has not started four working hours before the show opens, the management shall order the exhibit to be erected and the exhibitor will be billed for all charges. All exhibits must be fully operational one hour before the show opens. After that time, no installation work will be permitted without special permission from PVSC.

9. **REMOVING EXHIBITS** - All exhibits must remain fully operational until the closing hour of the final day of the exhibition. For one hour after closing, exhibitors may pack table items, but should not interfere with the removal of aisle carpet and return of empty crates. Each exhibitor will complete arrangements for removing his material in accordance with the information provided in the service kit. These arrangements can be made at the Exhibitor Service Desk. If exhibitor fails to timely remove his materials from the exhibit area, exhibitor shall indemnify, hold harmless and defend PVSC from and against any and all fees, costs or expenses PVSC must pay as a result of such late removal. PVSC shall not be responsible for materials left after **June 7, 2012**. Any property remaining in the exhibit area after one hour following the cessation of the Trade Show may be disposed of or stored or shipped at exhibitor's sole cost as PVSC or the facility deems appropriate. All space occupied by an exhibit must be left in the same condition as it was before set up. PVSC shall charge exhibitor for additional clean-up charges PVSC incurs resulting from exhibitor's failure to properly clean his exhibit space at the completion of the Trade Show.

10. **CONTRACTOR SERVICES** - About 60 days before the show opens an exhibitor service kit will be available. Installation hours will be listed in the service kit. This kit will contain all forms for ordering necessary services. PVSC will designate contractors to provide all show services other than supervision of booth installation and dismantling. The exhibitor shall provide only the material and equipment owned and to be used in the exhibit space. Contractors will provide all other items. An exception will be made only when the exhibitor has received PVSC's written approval therefore at least 45 days before the show opens. No third party or agent requests will be granted. An exception will be granted only if it will not interfere with, or prejudice, the orderly installation, interim services, or dismantling of the exhibition. An exception will be denied if it interferes with commitments PVSC has made in any contract with service contractors, or in its agreement with the lessor of the exhibition space. For electrical, plumbing, telephone, drayage, and rigging services, no exception will be made. All employees of agents representing the exhibitor must be identified by an official PVSC badge. All persons performing services directly for an exhibitor, other than the exhibitor's employees, must maintain liability insurance in the amount of not less than $1,000,000 per occurrence, with PVSC named as an additional insured and such persons must provide PVSC with certificates of insurance at least 30 days before the show opens, or PVSC may revoke any exception made. The official drayage contractor will have complete control of all

dock and loading facilities. The contractor will receive all direct and advance shipments and van loads, handle all freight and provide all rigging, labor and equipment. All services not ordered in advance must be procured through the Exhibitor Service Desk on the exhibit floor. IF THIS RULE IS VIOLATED, PVSC MAY REMOVE THE EXHIBITOR AND ANY UNAUTHORIZED CONTRACTOR FROM THE SHOW. **The exhibitor waives any right to service or to written notice of PVSC intentions to close an exhibit.** PVSC assumes no liability for any work performed by any contractor, and exhibitor shall look solely to such contractor in the event of any injury or damage resulting from the work performed by such contractor.

11. **STORING CRATES AND BOXES** - The official drayage contractor will handle and provide storage spaces for crates and boxes during the exhibition and will return properly marked materials after the show is over. The contractor will supply tags to be attached to each piece stored. Small boxes should be nested in larger ones to reduce the number of pieces to be stored. No boards will be accepted for storage unless they are securely tied in bundles and tagged. Fire regulations require that wrapping materials such as paper, excelsior, etc. must be completely enclosed within the packing boxes. Materials violating these regulations will be considered refuse and will be discarded at exhibitor's cost and without liability to PVSC.

12. **FIRE REGULATIONS** - Carpets, drapes, curtains, scenery and all other materials used for artistic enhancement in displays must be flame-proofed by a method and compound to conform with applicable fire laws. The use of paper material having an acetate cellulose or nitrate cellulose content or incapable of being flame-proofed is not permitted. Samples of merchandise displayed for sale are exempt from the above rules.

13. **SAFETY GUARDS AND PROTECTION** - Exhibitor shall comply with all applicable fire, health and safety regulations. Exhibitor shall set up his exhibit and display his products and services in a manner, which will not expose the public to injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the exhibit period.

14. **CHILDREN** - Children 15 years of age and under must be accompanied by a parent or guardian to be permitted on the exhibit floor. No children 15 years of age and under are allowed in the exhibit hall during set-up or dismantling. The rule applies to exhibitors as well as attendees.

15. **CANCELLATION OF EXHIBITION** - It is mutually agreed that in the event of cancellation of the PVSC Exhibit due to fire, strikes, governmental regulations or unforeseen emergencies which would prevent its scheduled opening or continuance then and thereupon this agreement is terminated and the PVSC Show Management shall determine an equitable basis for the refund of such a portion of the exhibit fees as is possible after consideration of expenditure and commitments already made.

16. **LIABILITY AND SECURITY** - Neither PVSC, its officers, directors, agents and members, the management of the exhibit, nor the owners of the exhibit facility, their agents, servants, contractors, or employees are or shall be liable for injuries to any persons or for damage to property owned or controlled by the exhibitor unless caused by or resulting from the negligence of PVSC, the management of the exhibit, or owners of the exhibit facility or the gross negligence or willful misconduct of their respective agents, servants and employees as the case may be. Exhibitors shall indemnify and hold harmless the PVSC, its officers, directors, agents and members, and the facility from and against any and all liability of whatever kind or nature arising out of or resulting from exhibitor's participation in the Trade Show. General overall guard service will be provided by PVSC for the exhibition period, but PVSC and the guard service will not be responsible for any loss or damage. Each exhibitor must make provisions for the safeguarding of goods, materials, equipment, and displays at all times. Each exhibitor should secure insurance at his own cost and expense. Nothing should be posted on, tacked, nailed or screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Whatever is necessary to properly protect the building, equipment or furniture will be at the expense of the exhibitors. Exhibitors are liable for any damage they cause to the exhibit hall property. No lighter-than-air balloons are allowed.

17. **BADGES AND EXHIBIT PERSONNEL** - Each exhibitor shall receive an allotment of nontransferable identification badges as dictated by the amount of exhibit space purchased. All representatives who work in the booth for exhibitor must be employees of the exhibitor. Badges deformed or mutilated in any way, shape or form will not be acceptable. No transfer of badges is allowed. Individuals who do not have badges will not be admitted into the exhibit area. Badges are not to be defaced by inserting business cards. False certification of any individual as an exhibitor's representative, misuse of exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be a cause for expelling the exhibitor's representatives from the exhibition hall, or removing exhibitor's exhibit from the floor, or both, without PVSC being obligated to provide exhibitor a refund. Exhibitor shall use reasonable efforts to cause each person employed by exhibitor in connection with the exhibit to at all times maintain a neat, clean appearance and behave in a polite and professional manner.

18. **REGISTRATION OF ATTENDEES** - PVSC Show Management shall have sole control over admission policies at all times. All persons visiting the convention session rooms and the exhibit area as well as exhibitor personnel shall be required to register and wear an appropriate badge while in attendance.

19. **DIRECT SALES** - Cash and carry sales are allowed within the exhibit areas.

20. **SPECIAL VISUAL AND SOUND EFFECTS** - Audio-visual and other sound effects will be permitted only where and when they do not interfere with the activities of neighboring exhibitors. Demonstration of operational equipment also may not create objectionable noise levels. Public address or amplifying devices, which project beyond exhibitor's space are prohibited.

21. **IRREGULAR ACTIVITIES** - Each exhibitor's activities must be confined to the booth space. No noise makers of any kind will be permitted. All exhibitors distributing "stick-ons" for attendees' badges may not obstruct the attendee's name or affiliation on his or her badge. If complaints arise, the offender will be denied the right to distribute the "stick- on." Sideshow tactics or other undignified displays are prohibited. PVSC at its sole discretion shall have the right to prohibit the distribution of samples or handouts that it deems inappropriate or objectionable. Prizes, awards, drawings, raffles, lotteries or contests of any kind are permitted only with the prior written approval of PVSC Show Management. Distribution of small novelty items (e.g., luggage tags, pencils, pocket calendars) shall not be permitted without the prior written approval of PVSC. Press conferences by exhibitors on the exhibit floor during exhibit hours are prohibited. Distribution of refreshments or food will not be permitted without prior written approval by the official catering service.

22. **SOCIAL FUNCTIONS** - Exhibitors may conduct social functions in public areas of hotels provided such functions are held at such times and places as not to interfere or conflict with PVSC's scheduled activities, and provided further that exhibitor receives the written approval of PVSC prior to conducting such functions. All functions must be scheduled through the PVSC Show Management. Notwithstanding the foregoing, under no circumstances will social functions of any kind be allowed in the hotel or any other location during meeting or exhibit hours.

23. **AMERICANS WITH DISABILITIES ACT** - Exhibitor agrees to comply with all applicable provisions of the Americans With Disabilities Act (ADA) and shall indemnify PVSC, its officers, directors, members and agents from and against any loss, damage, claim, liability and expense (including reasonable attorneys' fees) resulting from or arising out of exhibitor's failure to comply with the provisions of ADA.

24. **MUSIC** - Exhibitors shall not play any music during the Trade Show and shall indemnify PVSC, its officers, directors, members and agents from and against any loss, damage, claim, liability and expense (including reasonable attorneys' fees) resulting from or arising out of exhibitor's playing of music during the Trade Show.

25. **TAXES** - Exhibitor shall comply with all applicable federal, state and local tax requirements.

26. **EXHIBITOR INFORMATION** - PVSC may use the information supplied by an exhibitor on exhibitor's Application/Contract as part of PVSC's marketing, advertising and other informational materials. **BREACH** - In the event the Exhibitor shall fail in any respect to comply with the terms of the Application/Contract or these Rules and Regulations, the Association shall have the right, without notice to the Exhibitor, to sell or offer for sale the space hereby leased and the Exhibitor shall be liable for any deficiency, loss or damage suffered by the Association, by reason thereof, which loss, deficiency or damage, the Exhibitor agrees to pay the Association upon demand. PVSC Show Management shall have sole authority to interpret and enforce all rules and regulations contained herein to make amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the conventions and exposition. Any company violating any of the rules and regulations will forfeit its right to exhibit in subsequent years. **ELIGIBILITY** – PVSC Show Management, reserves the right to determine the eligibility of any company or product for inclusion in the Exhibition. All decisions of PVSC are final. Exhibitor agrees to comply with all subsequent rules and regulations adopted by PVSC. In addition to other remedies available to PVSC if exhibitor violates these Rules and Regulations, PVSC may, at its option, require exhibitor to forfeit his right to occupy exhibit space, vacate exhibit space or forfeit all monies paid to PVSC.

_____

Date

_____

Authorized Signature – *This line must be signed for acceptance of application.*

_____

Title

Linear Booth

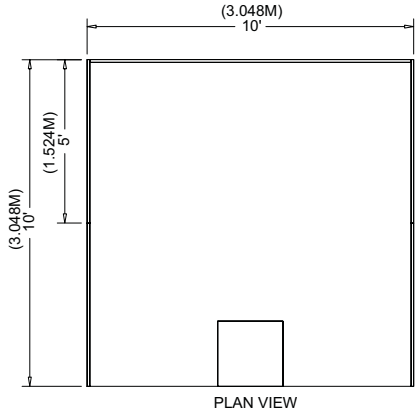
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

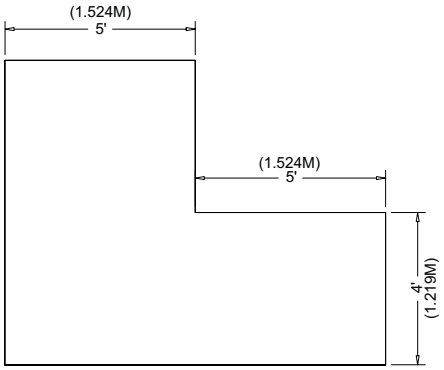
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



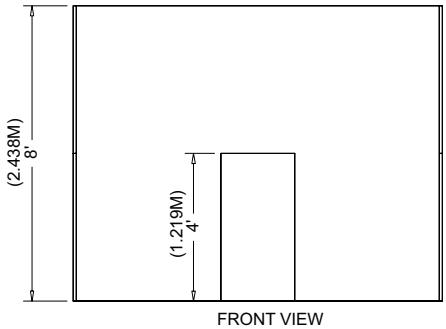
PLAN VIEW



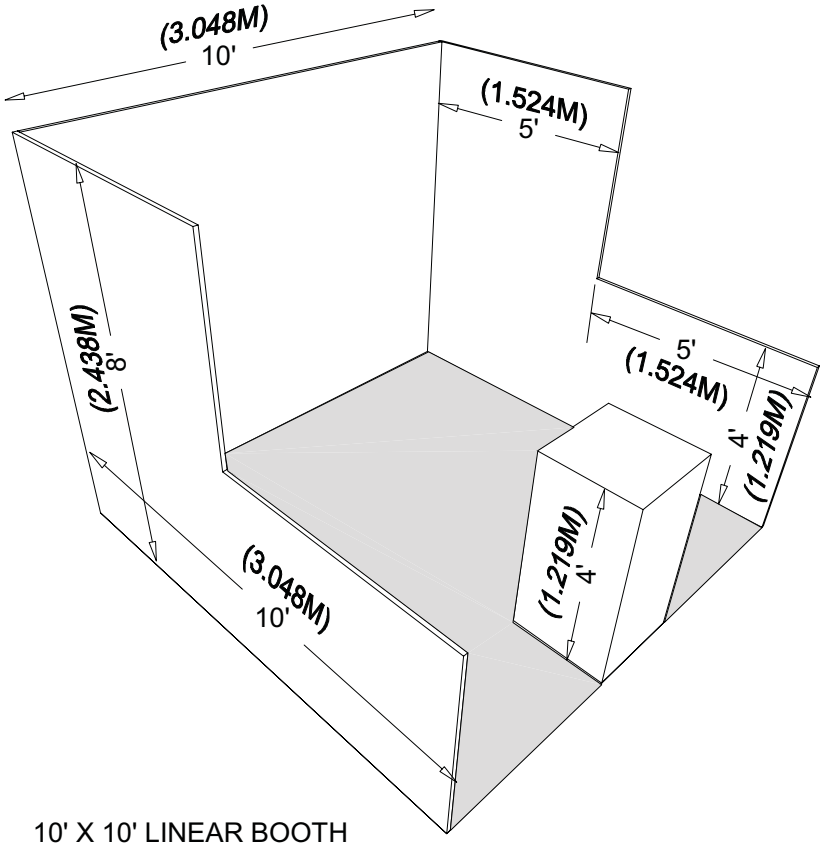
LEFT SIDE VIEW

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



FRONT VIEW



10' X 10' LINEAR BOOTH

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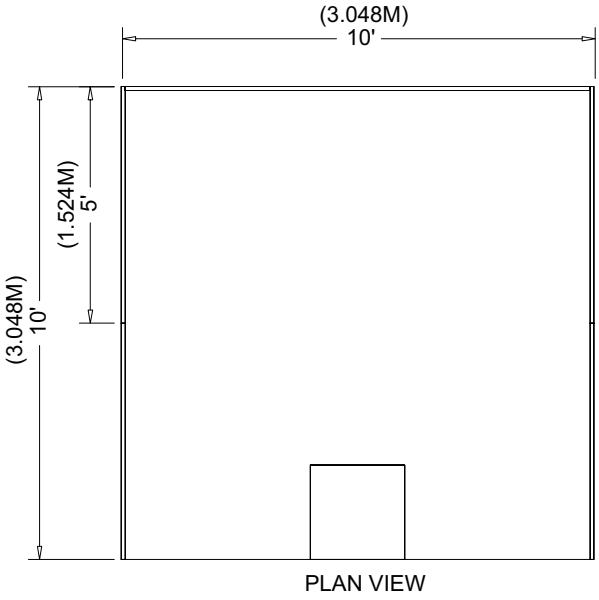
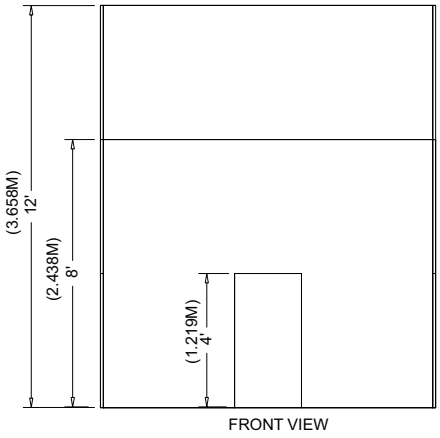
Perimeter Booth

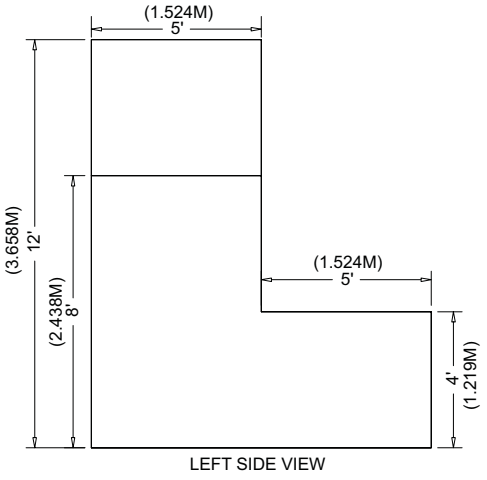
A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

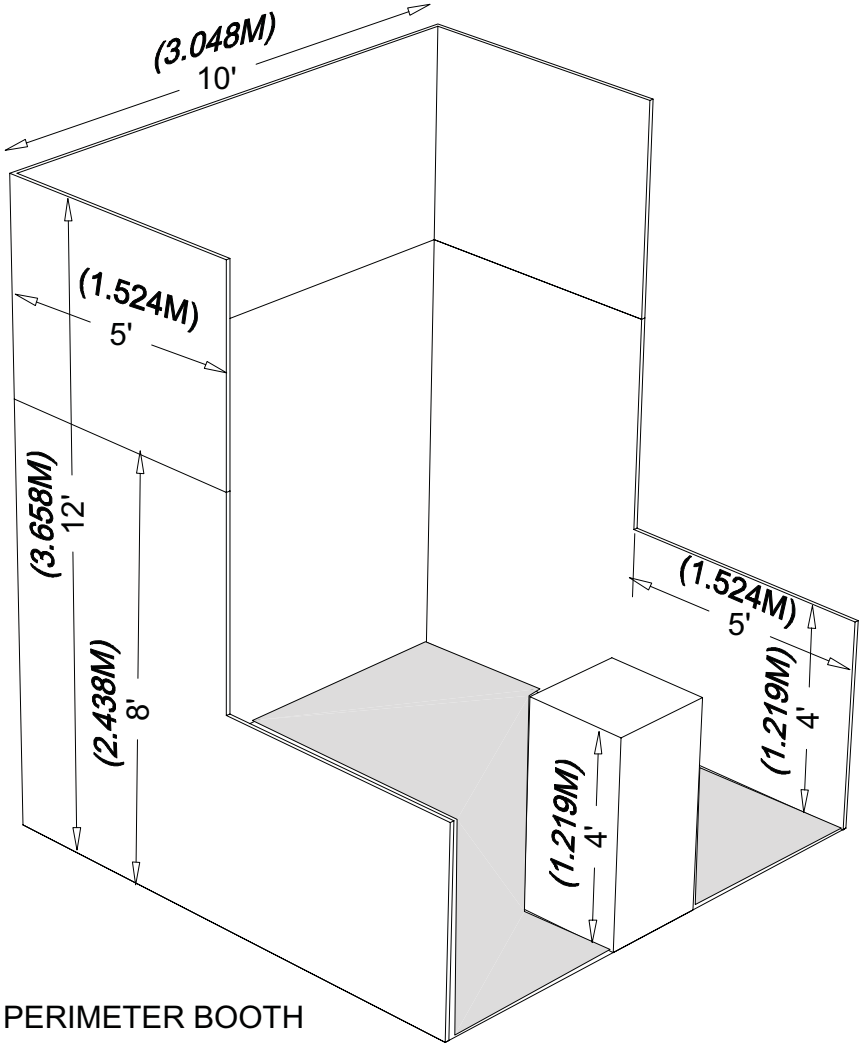
Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).









10' X 10' PERIMETER BOOTH

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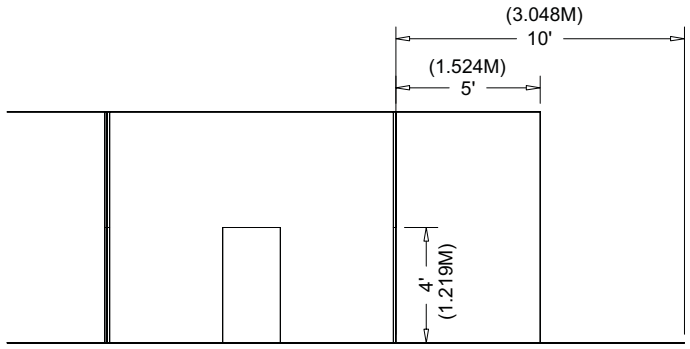
End-cap Booth

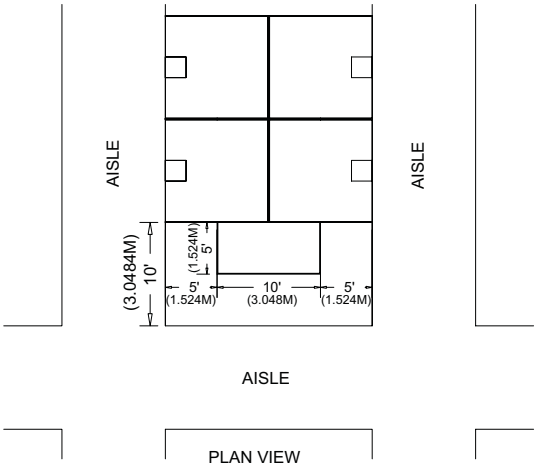
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

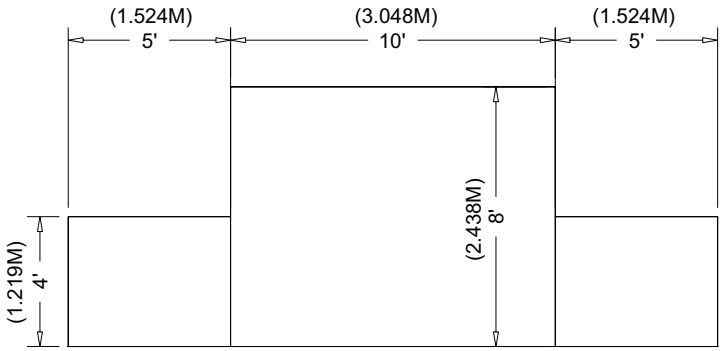
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



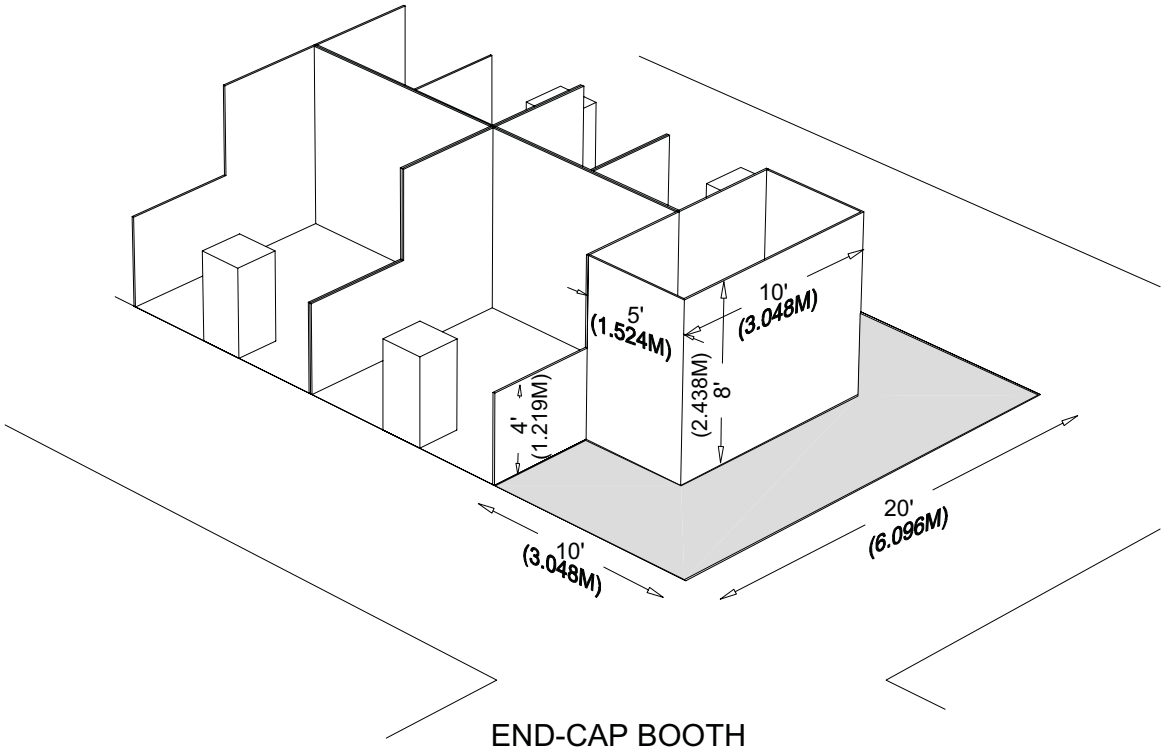
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



END-CAP BOOTH

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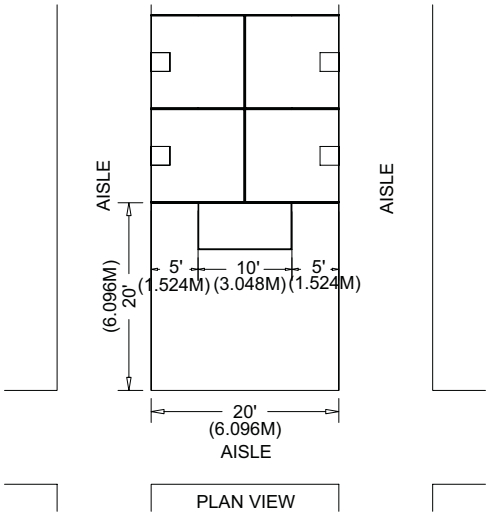
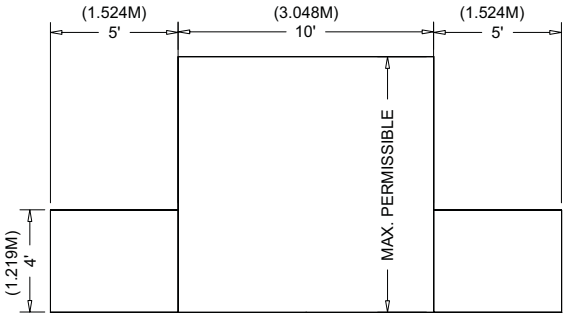
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

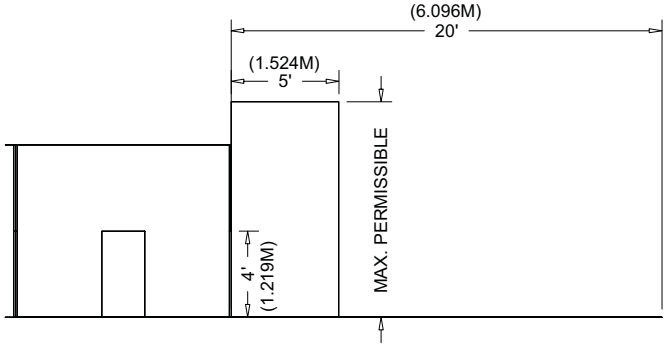
Dimensions

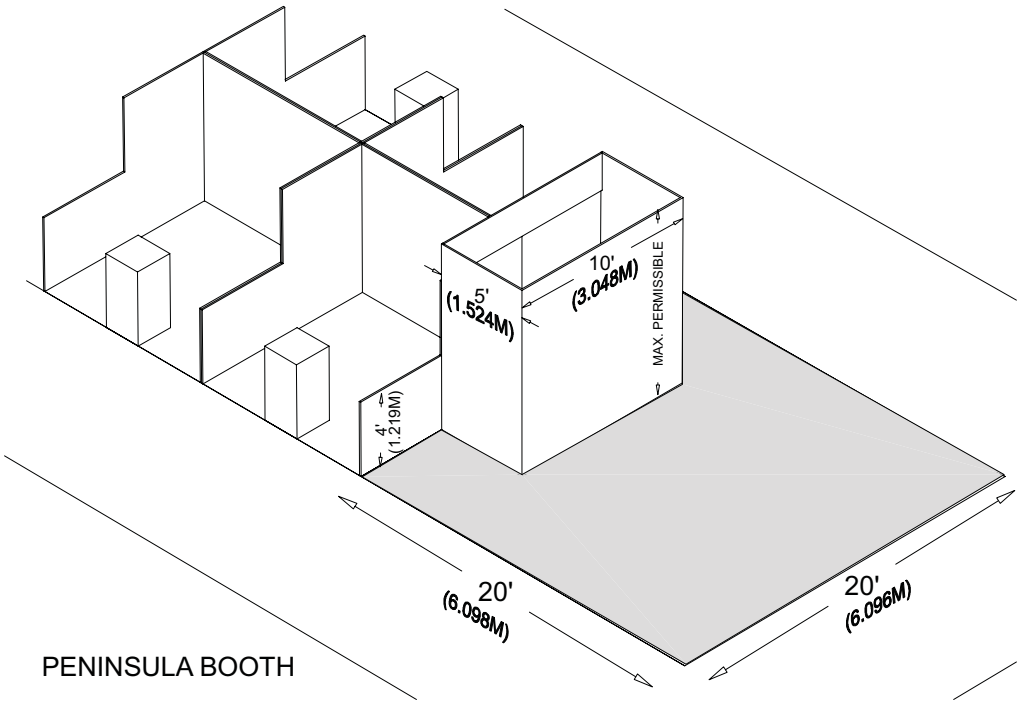
A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.





FRONT VIEW





PENINSULA BOOTH

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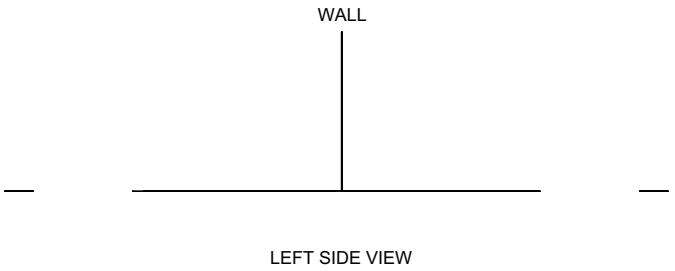
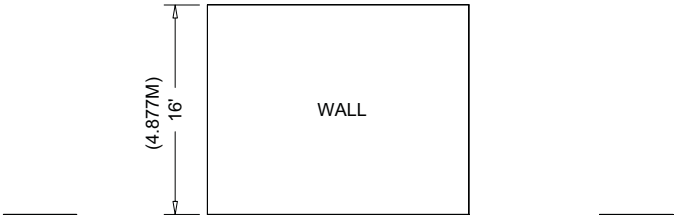
Split Island Booth

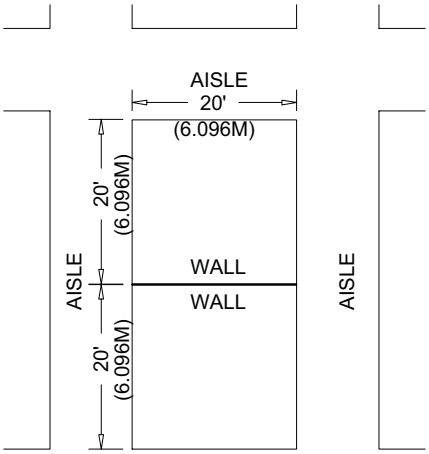
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

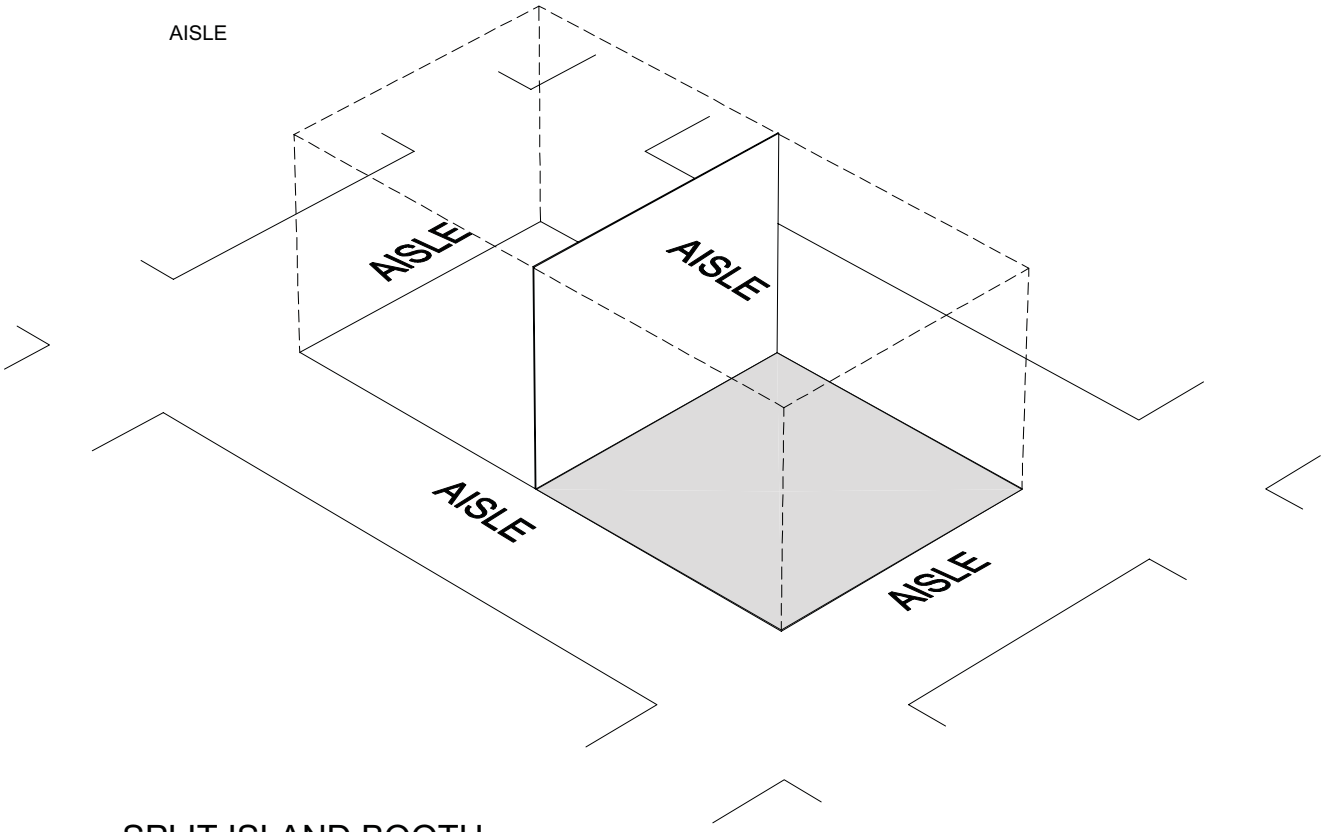


LEFT SIDE VIEW



FRONT VIEW





SPLIT ISLAND BOOTH

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Island Booth

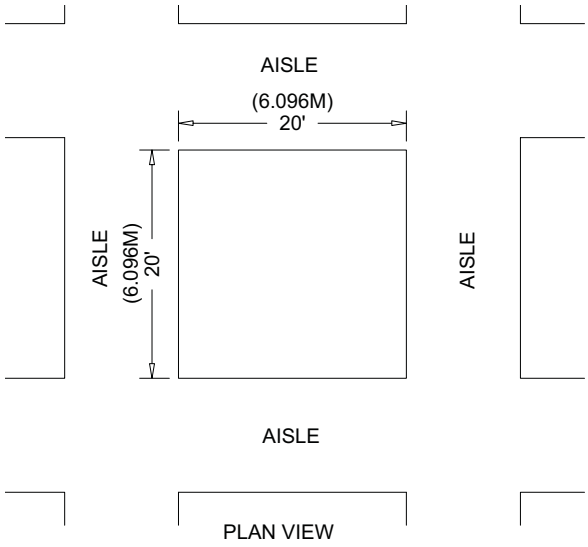
An Island Booth is any size booth exposed to aisles on all four sides.

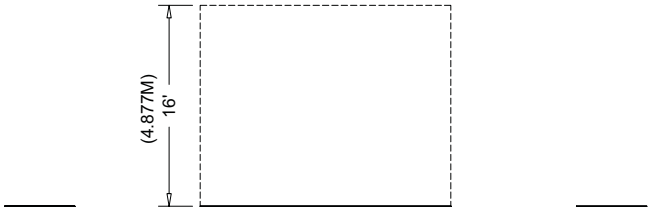
Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

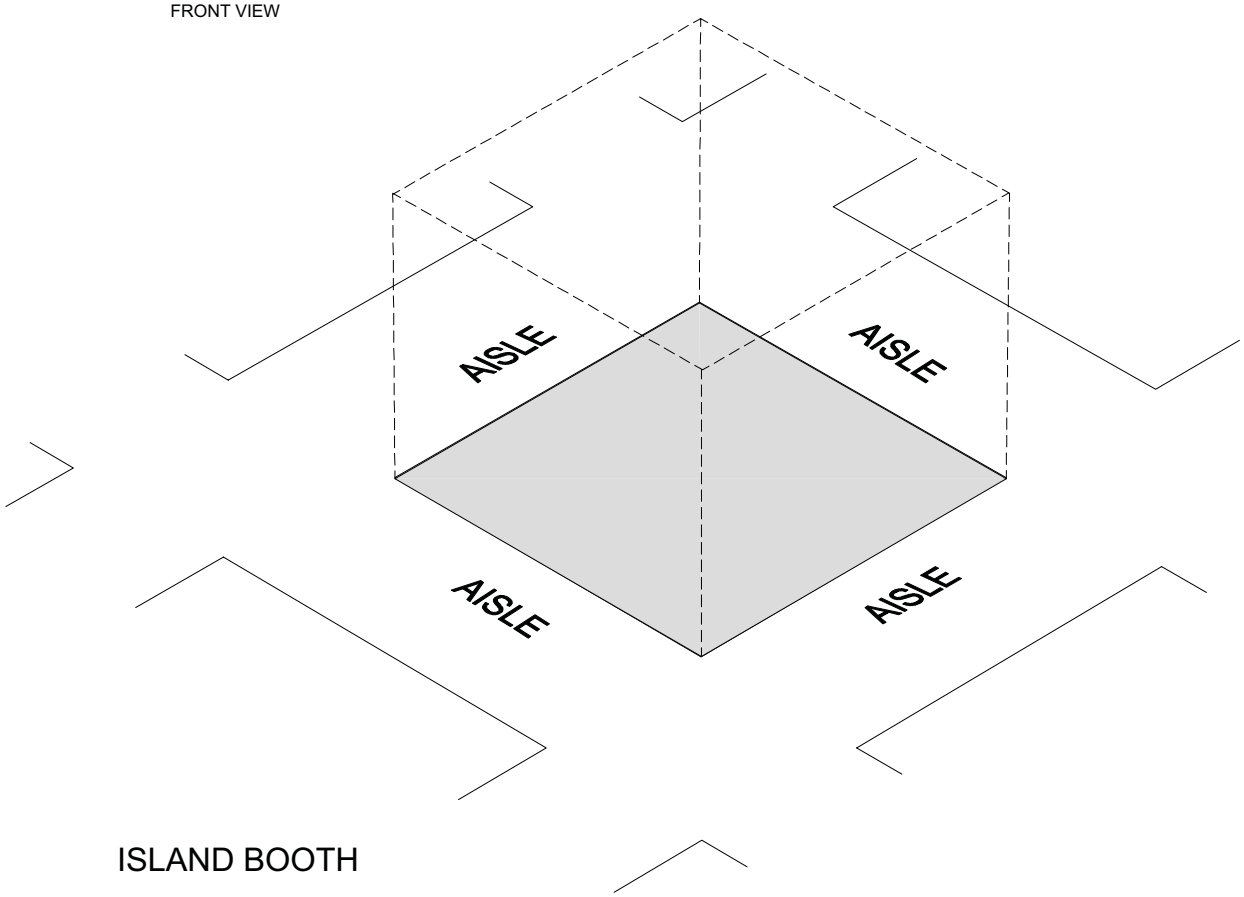
Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.





FRONT VIEW



ISLAND BOOTH

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GES Information and Order Forms

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38th IEEE Photovoltaic Specialists Conference

Austin Convention Center, Hall 4
June 4 - 7, 2012

Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Show Organizer

Pinnacle Convention Managment
USA

Contact: Christine Von Steiger
Phone: 413-783-0473
Email: cvonsteiger@pcm411.com

Show Information

Table Top Package

Booth Size: 8' x 10'
Backwall Drape: Blue / Gold / Gold / Blue
Sidewall Drape: Blue
Table Skirt Color: Blue
Aisle Carpet Color: Blue
One (1) - 6' Skirted Table
Two (2) - Padded Side Chairs
One (1) - Wastebasket
1 - One line ID sign (7"x44") provided automatically

Standard Booth Package (Draped Booth Space Only)

Booth Size: 8' x 10' or 10' x 10'
Backwall Drape: Blue / Gold / Gold / Blue
Sidewall Drape: Blue
Table Skirt Color: Blue
Aisle Carpet Color: Blue
1 - One line ID sign (7"x44") provided automatically

Value Booth Package

Booth Size: 10' x 10'
Backwall Drape: Blue / Gold / Gold / Blue
Sidewall Drape: Blue
Table Skirt Color: Blue
Aisle Carpet Color: Blue
One (1) - 6' Skirted Table
Two (2) - Padded Side Chairs
One (1) - Wastebasket
One (1) - 500 Watt Outlet (provided by the Convention Center)
One (1) Standard Carpet (Please see Value Package Order Form, Page 19).
1 - One line ID sign (7"x44") provided automatically

Important Dates *Be sure to check all order forms for **additional** deadlines*

Discount Deadline Date

Friday, May 11 GES orders must be received with payment by this date.

Installation

Sunday, June 3 8:00 AM - 5:00 PM
Monday, June 4 8:00 AM - 3:00 PM

Show Hours

Monday, June 4 5:30 PM - 8:30 PM Exhibit Hall Opening Reception
Tuesday, June 5 10:00 AM - 5:00 PM
Wednesday, June 6 10:00 AM - 5:00 PM
Thursday, June 7 10:00 AM - 3:00 PM

Dismantle

Thursday, June 7 3:30 PM - 7:00 PM

Please take notice - this event moves out on overtime, all applicable surcharges will apply

Carrier Check-in Post-Show

Thursday, June 7 4:30 PM Carriers post-show must be checked-in by this time.

Facility Clear

Thursday, June 7 7:00 PM All exhibitor materials must be removed.

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Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
38th IEEE Photovoltaic Specialists Conference
(Your Company Name & Booth Number)
Raceway Crossing Building 3
16310 Bratton Lane
Suite 300
Austin, TX 78728
USA

Shipments should arrive on or between:

May 1 - 30, 2012

Hours for receiving are Monday - Friday, 9:00 AM - 3:00 PM

Please Note: The Advanced Warehouse will be closed on Monday May 28, 2012 in observance of the Memorial Day Holiday

Direct Shipments to Exhibit Site:

c/o GES
38th IEEE Photovoltaic Specialists Conference
(Your Company Name & Booth Number)
Austin Convention Center, Hall 4
500 East Cesar Chavez Street
Austin, TX 78701
USA

Shipments should arrive on:

June 3, 2012, 10:00 AM - 4:30 PM Direct Shipments may not begin until 10:00 AM on this day

June 4, 2012, 8:00 AM - 2:00 PM

Value Package Carpet Color Choice

C-1a

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 702.740.3857 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

As part of your booth package for IEEE 2012, Value Package Exhibitors have a choice of the color carpet you may have installed in your booth.

From the color choices below, please select the carpet color you wish to have installed in your booth space.

If no color is chosen, Black will automatically be installed in your booth space.

- ☐ Black
- ☐ Blue
- ☐ Blue Jay
- ☐ Burgundy
- ☐ Emerald Green
- ☐ Gray
- ☐ Pepper
- ☐ Red

Company Name: _____ Booth Number: _____

Please fax this form back to Steve Dunne at 702.740.3857

Form Deadline Date: May 11, 2012

032012 Cstm

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General Information

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Austin Convention Center, Hall 4
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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture & Accessories
The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet
GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits
Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits
Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation & Dismantle Services
If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics
Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping
GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting & Rigging
A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

How Can I Order My Show Services?

Expresso is GES' new planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to **https://ordering.ges.com**

Step 2: Find your show by typing the name of it into the search box and select it.

Step 3: Browse products and services and make your selections. When you add the first item or service into your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click into your shopping cart to complete and submit the required information.

GES National Servicenter®

The GES National Servicenter® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicenter®

Once you are at the show, the GES Servicenter® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 8' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicenter® www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone.

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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Safety is very important for everyone working in the exhibit hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

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Union Information

To assist you in planning your participation in your Austin area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have in the State of Texas, we ask that you read the following information. IATSE Local 205 / Teamsters Local 657

Teamster Labor

Global Experience Specialists, Inc. (GES) will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment, such as forklifts, flatbeds, dollies, etc. GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

Installation and Dismantle Labor

Global Experience Specialists, Inc. (GES) will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicenter.

Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Assembly, installation and dismantle of anything using electricity as a source of power is the responsibility of union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

Plumbing

This area is also covered by the respective facility, or an established contractor chosen by Show Management. Responsibilities for all plumbing supplies, to include air, water, waste and venting are covered by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by the Show Management. Please check this kit for information regarding the installation and dismantling of any plumbing needs you may have.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES **Servicenter** staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order forms. If there are any questions about an item on your invoice, please bring the invoice to the appropriate GES Servicenter personnel, and discuss it with the personnel in charge.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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GES Terms and Conditions of Contract

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents**: GES' agents, sub-contractors, carriers, and the agents of each; **Customer**: Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier**: Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper**: Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE**. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

The information contained in this brief outline does not by any means completely cover the ordinance and regulations contained in the Austin Fire Code, but it does provide the basic rules governing exhibits in any building open to the public. The exhibit coordinator is responsible for making sure all regulations are followed and that prior approval for the exhibit is obtained. Individual exhibitors are additionally responsible for the items which are in italics. Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Austin Fire Codes. We will take reasonable steps to insure that you are allowed to display your products effectively, as long as it does not create a fire safety hazard to yourself, other exhibitors, or people attending the exhibit.

1. Floor plans for all show must be approved by the Fire Marshal's Office 10 days prior to the event, and be displayed on site.
2. The decorative and construction materials must be non-combustible or flameproofed.
3. All exit doors and aisles serving any occupied area of the building must remain obstructed.
4. All curtains, drapes or decorations must be non-combustible or flameproofed.
5. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproofed.
6. Automotive vehicles and equipment may be displayed if:
   a. There is not more than 5 gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
   b. Fuel tanks are locked, and all portable tanks removed. For cars in which the gas cap cover can only be unlatched from inside the vehicle, locking the car will be sufficient.
   c. Battery cables are disconnected.
   d. Ignition keys are removed and at display location.
   e. Vehicle operation is limited to brief parade-type displays specifically approved by the Fire Marshal.
7. The following items may not be used without written approval by the Fire Marshal:
   a. Display or storage of LPG.
   b. Flammable or combustible liquids.
   c. Flammable gas.
   d. Straw, sawdust or shavings.
   e. Welding or cutting equipment for demonstration purposes.
   f. Gas-fired appliances for demonstration purposes.
   g. Salamander stoves for demonstration purposes.
   h. Lit Candles or lanterns for demonstration purposes.
   i. Compressed gas cylinder, if approved, must be firmly secured in an upright position.
   j. Any cooking or heat-producing device.
8. The storage if combustible shipping containers must be confined to the areas approved by the Fire Marshal.
9. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited unless prior written approval is received.
10. Combustible waste is to be collected as it accumulates and be stored in non-combustible covered containers, which are emptied at least once a day.
11. Electrical equipment must be installed, operated and maintained in a manner which does not create a hazard to life or property.

Austin Fire Department
517 S. Pleasant Valley Road
Austin,TX 78741-1902
512.448.2455

122711

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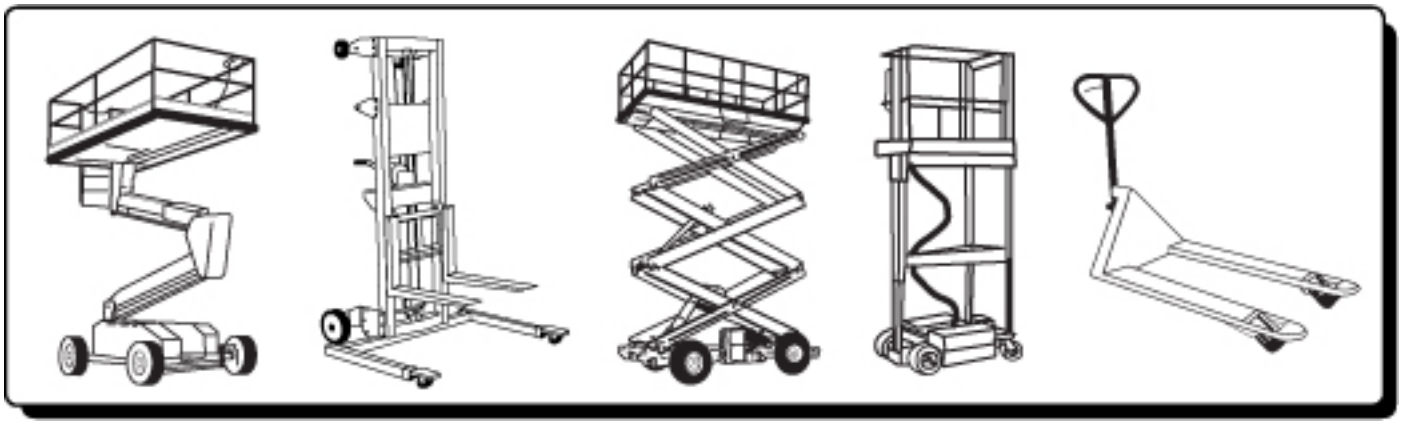
38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

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38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

020310

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Official Service Provider Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

a. Supervision may be provided by the Exhibitor.
b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
   a. Commercial General Liability with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.
   b. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence.
   c. Workers Compensation, as required by law, with Employers Liability Limits of not less than $1,000,000 each accident, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Pinnacle Convention Managment (Show Management), 38th IEEE Photovoltaic Specialists Conference (Show) and Austin Convention Center (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.
   For your safety, be aware of the following:
   a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
   b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
   c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
   a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
   b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
   c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
   d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
   g. Shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
   h. Must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
   i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
   j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

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ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY): 01/01/12

1. PRODUCER

ABC Insurance Agency **Fax: (212) 555-6100**
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

2. INSURED

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

3. **7.** **8.** **9.**

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**4.** GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	**000P98298-AI1**	**01/01/12**	**01/01/13**	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	**$1,000,000** **$ 50,000** **$ 5,000** **$1,000,000** **$2,000,000** **$2,000,000**
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐	**SKLS-029499S**	**01/01/12**	**01/01/13**	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	**$1,000,000** **$** **$** $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY:	**$1,000,000** **$** **$**
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	**XL1234567**	**01/01/12**	**01/01/13**	EACH OCCURENCE AGGREGATE	**$1,000,000** **$1,000,000** **$** **$** **$**
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	**A4145-SS-PJ37**	**01/01/12**	**01/01/13**	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 **$1,000,000** **$1,000,000** **$1,000,000**
D	OTHER Professional Liability	**000P98298-AI1**	**01/01/12**	**01/01/13**	**Each Occurrence & Aggregate**	**$1,000,000** **$3,000,000**

SAMPLE COPY

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Global Experience Specialists, Inc. (GES) (Official Service Provider), Pinnacle Convention Managment (Show Management), Austin Convention Center (Facility), and 38th IEEE Photovoltaic Specialists Conference (Show) are hereby named as additional insureds, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: June 4 - 7, 2012 at city of Austin.

CERTIFICATE HOLDER | X | **ADDITIONAL INSURED; INSURER LETTER: X** | **CANCELLATION**

6.

Global Experience Specialists, Inc. (GES)
Exhibitor Services
1415 Cockrell Hill Road, Suite 300
Dallas, TX 75211

10.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE

11.

John Smith, CIC

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" from of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), Pinnacle Convention Managment (Show Management), 38th IEEE Photovoltaic Specialists Conference (Show) and Austin Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 4, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply Global Experience Specialists, Inc. (GES) with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor_____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

_____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.
11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and Global Experience Specialists, Inc. (GES) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified “No Freight Aisle,” you or your client depending upon your billing arrangements with GES, will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

022312

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Material Handling Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 33 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
  a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  b. Freight shipments sent to the show after it has opened.
  c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

083011

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GES Global Experience Specialists℠

Get GES Transportation Plus and

Save 10%

On Material Handling

With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

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Transportation Plus and Material Handling Form

R-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012
Go to below link to view images and information:
http://ges.com/ecomm/info/specialhandling.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Transportation Plus: **Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates**.

Price List

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 63.00 cwt	**$ 56.70 cwt**
ST/OT	$ 82.00 cwt	**$ 73.80 cwt**
OT/OT	$ 101.00 cwt	**$ 90.90 cwt**

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 81.90 cwt	**$ 73.71 cwt**
ST/OT	$ 106.60 cwt	**$ 95.94 cwt**
OT/OT	$ 131.30 cwt	**$ 118.17 cwt**

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 73.00 cwt	**$ 65.70 cwt**
ST/OT	$ 95.00 cwt	**$ 85.50 cwt**
OT/OT	$ 117.00 cwt	**$ 105.30 cwt**

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 94.90 cwt	**$ 85.41 cwt**
ST/OT	$ 123.50 cwt	**$ 111.15 cwt**
OT/OT	$ 152.10 cwt	**$ 136.89 cwt**

Uncrated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 116.80 cwt	**$ 105.12 cwt**
ST/OT	$ 152.00 cwt	**$ 136.80 cwt**
OT/OT	$ 187.20 cwt	**$ 168.48 cwt**

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays, Holidays.
ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:
Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 16.00 fee will be charged per shipment.

Important Information

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 33 days (any materials stored beyond 33 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A **30%** ($50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Tue, May 1, 2012: Advance shipments may begin arriving at warehouse.
Wed, May 30, 2012: Last day for shipments to arrive at warehouse.
Please Note: The Advanced Warehouse will be closed on Monday May 28, 2012 in observance of the Memorial Day Holiday

Direct Dates:
Sun, Jun 3, 2012: Direct shipments may begin arriving at exhibit site after 10:00 AM.
Mon, Jun 4, 2012: Last day for shipments to arrive at exhibit site by 2:00 PM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date:_____

By Carrier:_____

Total Number of Pieces:_____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	*PRICE*	*X QUANTITY*	*= TOTAL PRICE*
Small Package, 1st Carton	$ 46.00	1	$
Small Package, Each Additional Carton	$ 23.00		$

MATERIAL HANDLING DESCRIPTION	*PRICE*	*X CWT*	*= TOTAL PRICE*
			$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 3% = B	$
C.	Payment Enclosed	A + B = C	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

120711

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5

A RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

38th IEEE Photovoltaic Specialists Conference

NAME OF EXHIBITION *042001904*

BOOTH NUMBER

C/O GES
Raceway Crossing Building 3
16310 Bratton Lane
Suite 300
Austin, TX 78728
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 1, 2012 - Wednesday, May 30, 2012

Please Note: The Advanced Warehouse will be closed on Monday May 28, 2012 in observance of the Memorial Day Holiday

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

A RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

38th IEEE Photovoltaic Specialists Conference

NAME OF EXHIBITION *042001904*

BOOTH NUMBER

C/O GES
Raceway Crossing Building 3
16310 Bratton Lane
Suite 300
Austin, TX 78728
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 1, 2012 - Wednesday, May 30, 2012

Please Note: The Advanced Warehouse will be closed on Monday May 28, 2012 in observance of the Memorial Day Holiday

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.* **R-6**

D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

38th IEEE Photovoltaic Specialists Conference

NAME OF EXHIBITION *042001904*

BOOTH NUMBER

C/O GES
Austin Convention Center, Hall 4
500 East Cesar Chavez Street
Austin, TX 78701
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, June 3, 2012 after 10:00 AM - Monday, June 4, 2012 by 2:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 16.00 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

38th IEEE Photovoltaic Specialists Conference

NAME OF EXHIBITION *042001904*

BOOTH NUMBER

C/O GES
Austin Convention Center, Hall 4
500 East Cesar Chavez Street
Austin, TX 78701
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, June 3, 2012 after 10:00 AM - Monday, June 4, 2012 by 2:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 16.00 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Austin Convention Center, Hall 4
June 4 - 7, 2012

Common Carriers & Air Carriers

Delivery Hours: Monday - Friday 9:00 AM - 3:00 PM (first come, first served).
No Appointment Required for Common Carriers.

Specialized Point to Point Ground Carriers (i.e., Van Lines, etc.)

1. Must call 24 hours before delivery to make an appointment. This will insure efficient unloading of specialized shipments and greatly reduce waiting times for the carrier.

2. Appointments for unloading will be scheduled between the hours of 8:00 AM - 3:00 PM. The availability of time slots will be determined by GES Receiving Personnel. All carriers must check in by 1:00 PM or Over Time billing rates apply.

3. Driver must have proper, legible bill of lading, stating Show Name, Exhibitor, and Booth Number. GES must have copy of the bill of lading.

4. Drivers must have 2 copies of their bill of lading. GES must also be provided with one copy of their bill of lading.

5. Bill of lading must include piece count.

6. Drivers must have 2 certified scale tickets, a light and heavy ticket for each shipment.

7. **If your Point to Point ground carrier fails to schedule a delivery appointment or does not show up at their appointed time, there will be a significant delay in the unloading process and the carrier may be required to return for the next day's schedule.**

Please contact GES Freight Receiving at
512.997.9140 Ext. 110/ 8:30 AM - 4:00 PM to make an appointment
24 hours prior to scheduled delivery time.

Make sure you notify your Point to Point ground carrier that an appointment is required 24 hours in advance of delivery.

Thank you for your assistance in helping to maintain the efficiency of our busy warehousing operations and in turn helping us to provide the best possible show experience for our clients.

022012

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Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 1: Number of Labels Needed: ☐

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 2: Number of Labels Needed: ☐

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

*This form must be returned to GES for your order(s) to be processed.

033012

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Freight Service Questionnaire

R-7

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

   _____ Crated
   _____ Uncrated
   _____ Machinery
   _____ Total

2. Indicate total number of trucks in each category that you will use:

   _____ Van Line
   _____ Common Carrier
   _____ Flatbed
   _____ Co. Truck
   _____ Overseas Container

3 List carrier name(s):

_____
_____
_____

4. If using a Customs Broker, please print name:

_____

Phone Number _____

5. Print the name of person in charge of your move-in:

_____

Phone Number _____

6. What is the minimum number of days to set your display?

   _____

7. What is the weight of the single heaviest piece that must be lifted?

   _____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

   _____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

_____
_____
_____
_____

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

_____
_____

033012

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GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference

Austin Convention Center, Hall 4
June 4 - 7, 2012

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER:
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL		CONTACT'S HOTEL (OPTIONAL)

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Delivery Information

DATE:	RECEIVING HOURS:			
DESTINATION:	EXHIBITOR NAME:			
SHOW NAME:	BOOTH NUMBER:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
SHOW CONTRACTOR:	CONTACT:			PHONE NUMBER:

Method of Shipment

Ground: ☐ Less than a Truck Load ☐ Truck Load

Rates (Price Per Shipment)

Shipments 0-100 lbs.* _____ Shipments 101 lbs. and up* _____

*Subject to Applicable Surcharges

Air: ☐ Next Day ☐ 2nd Day ☐ Deferred

*** Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.**

Special Instructions
(Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total Pieces:					Total Weight:						

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

Hazardous Materials Contact Number

( ) _____ - _____

AUTHORIZED NAME - PLEASE PRINT	DATE

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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GES Global Experience Specialists℠

Get GES Global Transportation Plus and

Save 10%

On Material Handling

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

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GES Logistics - International Shipping Quote Form

R-20

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Austin Convention Center, Hall 4
June 4 - 7, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Pick Up Information

PICKUP DATE:	SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:	CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment

Type of Customs Entry:	☐ Permanent (Sold/Giveaways)		Value of Permanent Goods (US$):	$
	☐ Temporary (To Return)		Value of Temporary Goods (US$):	$
Mode of Transport:	☐ Ocean FCL	☐ Ocean LCL	☐ AirFreight	☐ Truck
Type of Equipment for FCL:	☐ 40' Container	☐ 20' Container	☐ High Cube	☐ Other:
Commodity:				
Desired Delivery Date or Targeted Move-In Date:				

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)

Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US$) (6)
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Total Gross Weight (7)	Total Value (8)
kilos	$

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

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GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $ .50 (USD) per pound per package, $ 100.00 (USD) per package or $ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

103111

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GES Global Experience Specialists — Carpet Order Form

C-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012
Go to below link to view Images and information:
http://www.ges.com/eComm/info/C1S-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

Standard Pre-Cut Carpet

Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5001	13 oz. Standard Carpet 10'x10'	**$ 174.00**	$ 261.00
5002	13 oz. Standard Carpet 10'x20'	**$ 351.00**	$ 527.00
5003	13 oz. Standard Carpet 10'x30'	**$ 526.00**	$ 789.00

Visqueen Plastic Covering for Protection

Includes installation and removal.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
500410	Carpet Plastic Covering, Per Sq.Ft.	**$ 0.90**	$ 1.35

Padding

GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	**$ 1.92**	$ 2.88

The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

Cancellation Policy: *Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of orignal price after installation.*

Custom-Cut Carpet

Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	**$ 3.29**	$ 4.94
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 4.86**	$ 7.30
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 6.15**	$ 9.25

26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Please Indicate Choice

13 oz. Carpet Colors (Item #'s 5001, 5002, 5003, 5000 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Black
- ☐ Blue
- ☐ Blue Jay
- ☐ Burgundy
- ☐ Emerald Green
- ☐ Gray
- ☐ Pepper
- ☐ Red

26 oz. Plush Custom-Cut Carpet Colors (Item #'s 5006 ONLY).
Dove will be provided if no color is indicated below:

- ☐ Charcoal
- ☐ Cobalt
- ☐ Dove
- ☐ Lava Rock
- ☐ Navy
- ☐ Onyx
- ☐ Red
- ☐ Royal Blue
- ☐ Silky Beige
- ☐ Silver
- ☐ Snow

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 5007 ONLY).
Iceberg will be provided if no color is indicated below:

- ☐ Bisque
- ☐ Cabernet
- ☐ Graphite
- ☐ Iceberg
- ☐ Midnight
- ☐ Seascape
- ☐ Sterling
- ☐ Teal
- ☐ Black

Do you require electrical or utilities under the carpet?

☐ Yes ☐ No

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in.

Showsite orders for Plush and Ultra Plush will be subject to transportation cost to recieve direct from facility.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 10'x10'		1	$
5002	13 oz. Standard Carpet 10'x20'		1	$
5003	13 oz. Standard Carpet 10'x30'		1	$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 3 % = B	$
C.	Subtotal	A + B = C	$
D.	Rental Tax: 8.25%	C x 8.25% = D	$
E.	Payment Enclosed	C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Carpet Package Order Form

C-2

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Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	Booth Number

GES Carpet Packages offer significant savings!
Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

13 oz. carpet is included with all Standard Exhibit Systems (except exhibit # 600001).
26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List

SAVE $$$

All Carpet Packages Include:
10% Off: Padding, Visqueen and 4 Day Cleaning.

Prices include delivery, installation, rental, and removal.

Cancellation Policy: *Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.*

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400021	13 oz. Carpet Package, Per Sq.Ft.	**$ 6.06**	$ 9.09
400022	26 oz. Plush Carpet Package, Per Sq.Ft.	**$ 7.47**	$ 11.21
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.	**$ 8.63**	$ 12.97

26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.

A minimum of 100 square feet is required for carpet package orders.

Please Indicate Choice

13 oz. Carpet Colors (Item #'s 400021 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Black
- ☐ Blue
- ☐ Blue Jay
- ☐ Burgundy
- ☐ Emerald Green
- ☐ Gray
- ☐ Pepper
- ☐ Red

26 oz. Plush Custom-Cut Carpet Colors (Item #'s 400022 ONLY).
Dove will be provided if no color is indicated below:

- ☐ Charcoal
- ☐ Cobalt
- ☐ Dove
- ☐ Lava Rock
- ☐ Navy
- ☐ Onyx
- ☐ Red
- ☐ Royal Blue
- ☐ Silky Beige
- ☐ Silver
- ☐ Snow

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 400023 ONLY).
Iceberg will be provided if no color is indicated below:

- ☐ Bisque
- ☐ Cabernet
- ☐ Graphite
- ☐ Iceberg
- ☐ Midnight
- ☐ Seascape
- ☐ Sterling
- ☐ Teal
- ☐ Black

Do you require electrical or utilities under the carpet?

☐ Yes ☐ No

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT X PRICE / SQ FT = TOTAL PRICE	
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 3% = B	$
C.	Subtotal	A + B = C	$
D.	Rental Tax: 8.25%	C x 8.25% = D	$
E.	Payment Enclosed	C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Furniture and Accessories Order Form

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Discount Deadline Date:
May 11, 2012
Go to below link to view images and information:
http://ges.com/ecomm/info/A1-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Chairs		
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	**$ 90.00**	$ 135.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	**$ 82.50**	$ 124.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	**$ 54.75**	$ 82.25
300053	Stool, Contemporary, 17"W 18"D 48"H	**$ 97.75**	$ 147.00
	Tables		
300057	Table, Rectangle, 24"x36"x30" High	**$ 90.00**	$ 135.00
300056	Table, Square, 24"x24"x30" High	**$ 82.50**	$ 124.00
300058	Table, Starbase, 40" Diameter x 30" High	**$ 188.00**	$ 282.00
	Skirted Tables		
	Skirting for Tables - White Vinyl Top and Pleated Skirt		
3004	Table 4', Skirted 4 Sides, 24" x 30" High	**$ 110.00**	$ 165.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	**$ 131.00**	$ 197.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	**$ 152.00**	$ 228.00
3007	Table, Skirt 4th Side	**$ 33.75**	$ 50.75
	Skirted Counters		
	Skirting for Counters - White Vinyl Top and Pleated Skirt		
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	**$ 152.00**	$ 228.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	**$ 173.00**	$ 260.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	**$ 194.00**	$ 291.00
3017	Counter, Skirt 4th Side	**$ 40.50**	$ 60.75
	Risers		
300191	Riser 4', Single Tier, 48"x8"x8" High	**$ 30.25**	$ 45.50
300192	Riser 6', Single Tier, 72"x8"x8" High	**$ 42.75**	$ 64.25
	Custom Booth Drape		
3001	Drape, 3' High, Per Foot, 4' Minimum	**$ 12.50**	$ 18.75
3002	Drape, 8' High, Per Foot, 4' Minimum	**$ 15.05**	$ 22.60
	Display Furniture		
300074	Display Case 4', Full View	**$ 426.00**	$ 639.00
300082	Display Case 6', Full View	**$ 452.00**	$ 678.00
300083	Display Case 6', Half View	**$ 452.00**	$ 678.00
300084	Display Case 6', Quarter View	**$ 452.00**	$ 678.00
	Accessories		
300124	Aisle Stanchion Chain, Plastic, Per Foot	**$ 3.84**	$ 5.75
300123	Aisle Stanchion, without Chain	**$ 36.50**	$ 54.75
300103	Aluminum Easel	**$ 49.25**	$ 74.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Accessories		
300111	Bag Stand	**$ 68.00**	$ 102.00
300102	Coat Rack	**$ 68.00**	$ 102.00
300398	Color Change, Table Skirt	**$ 20.00**	$ 20.00
300104	Garment Rack	**$ 68.00**	$ 102.00
300106	Literature Rack	**$ 112.00**	$ 168.00
300201	Pegboard, White, 4'x8'	**$ 127.00**	$ 191.00
300107	Refrigerator	**$ 269.00**	$ 404.00
300131	Security Cage, Large, without Lock	**$ 376.00**	$ 564.00
300132	Security Cage, Small, without Lock	**$ 251.00**	$ 377.00
300120	Sign Holder, Bell Base	**$ 62.00**	$ 93.00
300108	Sign Holder, Chrome, 22"x28"	**$ 62.00**	$ 93.00
300211	Tackboard, 4'x8'	**$ 135.00**	$ 203.00
300112	Ticket Tumbler, Small, Table Top	**$ 106.00**	$ 159.00
300113	Wastebasket	**$ 15.05**	$ 22.60
300118	Waterfall Stand	**$ 68.00**	$ 102.00

Prices include delivery, installation, rental, and removal.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)
Gray will be provided if no color is indicated below:

☐ Beige ☐ Black ☐ Blue
☐ Burgundy ☐ Forest Green ☐ Gold
☐ Gray ☐ Purple ☐ Red
☐ Teal ☐ White

4th Side Table Skirt (3007 ONLY)

☐ 6' Table ☐ 8' Table

4th Side Counter Skirt (3017 ONLY)

☐ 6' Counter ☐ 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

☐ Horizontal ☐ Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3%	A x 3 % = B		$
C.	Subtotal	A + B = C		$
D.	Rental Tax: 8.25%	C x 8.25 % = D		$
E.	Payment Enclosed	C + D = E		$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

Cancellation Policy: *Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

R033012 B2012-04-04

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Furniture Package Order Form

A-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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May 11, 2012

COMPANY NAME	EMAIL ADDRESS	Booth Number

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1	**$ 230.00**	$ 345.69
	Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.		
400012	Furniture Package 2	**$ 506.74**	$ 760.14
	Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.		

Orders placed at show site are subject to availability and will incurr a 20% Late Order Charge.

***Cancellation Policy:** Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Table Skirt Color (Item # 400011 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Beige
- ☐ Black
- ☐ Blue
- ☐ Burgundy
- ☐ Forest Green
- ☐ Gold
- ☐ Gray
- ☐ Purple
- ☐ Red
- ☐ Teal
- ☐ White

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			$
400012	Furniture Package 2			$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3% (A x 3 % = B)			$
C.	Subtotal (A + B = C)			$
D.	Rental Tax: 8.25% (C x 8.25% = D)			$
E.	Payment Enclosed (C + D = E)			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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GES Global Experience Specialists — Specialty Furniture Order Form

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38th IEEE Photovoltaic Specialists Conference

Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

Go to below link to view images and information:
http://ges.com/ecomm/info/B1-Brochure-CORE.pdf

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Seating - Sofas and Loveseats		
305066	Loveseat, Black Leather, 64"L 36"D 34"H	**$ 617.00**	$ 926.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	**$ 427.00**	$ 641.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33	**$ 677.00**	$ 1,020.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	**$ 1,340.00**	$ 2,010.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	**$ 1,230.00**	$ 1,850.00
305117	Sofa, Astro, 83"L 36"D 29"H	**$ 648.00**	$ 972.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	**$ 480.00**	$ 720.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	**$ 674.00**	$ 1,010.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	**$ 581.00**	$ 872.00
305124	Sofa, Memphis, 55"L 31"D 28"H	**$ 617.00**	$ 926.00
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	**$ 578.00**	$ 867.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	**$ 561.00**	$ 842.00
	Seating - Club Chairs		
305081	Chair, Astro Light Beige,36"L 36"D 29"H	**$ 437.00**	$ 656.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	**$ 684.00**	$ 1,030.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	**$ 747.00**	$ 1,120.00
305181	Chair, Blue Suede, 39"L 34"D 33"H	**$ 447.00**	$ 671.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	**$ 326.00**	$ 489.00
305180	Chair, Globus, 28"L 26"D 28"H	**$ 315.00**	$ 473.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	**$ 469.00**	$ 704.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	**$ 404.00**	$ 606.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	**$ 396.00**	$ 594.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	**$ 400.00**	$ 600.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	**$ 330.00**	$ 495.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	**$ 465.00**	$ 698.00
	Seating - Chairs		
305152	Chair, Altura, Guest, 25"L 20"D 34"H	**$ 259.00**	$ 389.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	**$ 106.00**	$ 159.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	**$ 106.00**	$ 159.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	**$ 129.00**	$ 194.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	**$ 129.00**	$ 194.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	**$ 190.00**	$ 285.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	**$ 271.00**	$ 407.00
305111	Chair, Jetson, 19"L 18"D 31"H	**$ 172.00**	$ 258.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	**$ 286.00**	$ 429.00
305113	Chair, Manhattan, 26"L 22"D 34"H	**$ 208.00**	$ 312.00
305108	Chair, New York, 23"L 32"D 33"H	**$ 176.00**	$ 264.00
305115	Chair, Panton, White, 20"L 34"D 33"H	**$ 188.00**	$ 282.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	**$ 180.00**	$ 270.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	**$ 180.00**	$ 270.00
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	**$ 180.00**	$ 270.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	**$ 180.00**	$ 270.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	**$ 267.00**	$ 401.00
	Seating - Ottomans		
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	**$ 359.00**	$ 539.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	**$ 359.00**	$ 539.00
305085	Ottoman, Cube, Black, 17"L 17"D 18'H	**$ 93.75**	$ 141.00
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18'H	**$ 93.75**	$ 141.00
305082	Ottoman, Cube, Lemon, 17"L 17"D 18'H	**$ 93.75**	$ 141.00
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18'H	**$ 93.75**	$ 141.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	**$ 92.00**	$ 138.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	**$ 358.00**	$ 537.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	**$ 358.00**	$ 537.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	**$ 280.00**	$ 420.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	**$ 280.00**	$ 420.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	**$ 214.00**	$ 321.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	**$ 300.00**	$ 450.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	**$ 300.00**	$ 450.00
	Seating - Office and Utility Seating		
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	**$ 315.00**	$ 473.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	**$ 301.00**	$ 452.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	**$ 141.00**	$ 212.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	**$ 354.00**	$ 531.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	**$ 322.00**	$ 483.00
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	**$ 402.00**	$ 603.00
305126	Chair, Task, 25"L 26"D 21"H	**$ 127.00**	$ 191.00
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	**$ 243.00**	$ 365.00
305043	Stool, Drafting, 25"L 26"D 34"H	**$ 185.00**	$ 278.00
	Seating - Barstools		
305012	Barstool, Banana, Black, 21"L 22"D 30"H	**$ 140.00**	$ 210.00
305013	Barstool, Banana, White, 21"L 22"D 30"H	**$ 140.00**	$ 210.00
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	**$ 179.00**	$ 269.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	**$ 189.00**	$ 284.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	**$ 229.00**	$ 344.00
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	**$ 200.00**	$ 300.00
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	**$ 200.00**	$ 300.00
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	**$ 200.00**	$ 300.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	**$ 254.00**	$ 381.00
305008	Barstool, Oslo, White, 17"L 20"D 30"H	**$ 254.00**	$ 381.00
	Tables - Cafe		
305162	Table, Cafe, Blue/Black, 30" Round 29"H	**$ 195.00**	$ 293.00
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	**$ 260.00**	$ 390.00
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	**$ 195.00**	$ 293.00
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	**$ 228.00**	$ 342.00
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	**$ 260.00**	$ 390.00
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	**$ 309.00**	$ 464.00
305166	Table, Cafe, Grey/Black, 36" Round 29"H	**$ 228.00**	$ 342.00
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	**$ 309.00**	$ 464.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	**$ 195.00**	$ 293.00
305168	Table, Cafe, Maple/Black, 36" Round 29"H	**$ 228.00**	$ 342.00
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	**$ 260.00**	$ 390.00
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	**$ 309.00**	$ 464.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	**$ 195.00**	$ 293.00
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	**$ 260.00**	$ 390.00
305163	Table, Cafe, Silver/Black, 30" Round 29"H	**$ 253.00**	$ 380.00
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	**$ 317.00**	$ 476.00
	Tables - Bar		
305131	Table, Bar, Blue/Black, 30" Round 42"H	**$ 204.00**	$ 306.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	**$ 265.00**	$ 398.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	**$ 204.00**	$ 306.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	**$ 250.00**	$ 375.00
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	**$ 265.00**	$ 398.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	**$ 312.00**	$ 468.00
305135	Table, Bar, Grey/Black, 36" Round 42"H	**$ 250.00**	$ 375.00
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	**$ 312.00**	$ 468.00
305134	Table, Bar, Maple/Black, 30" Round 42"H	**$ 204.00**	$ 306.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	**$ 250.00**	$ 375.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	**$ 265.00**	$ 398.00
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	**$ 312.00**	$ 468.00
305130	Table, Bar, Red/Black, 30" Round 42"H	**$ 204.00**	$ 306.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	**$ 265.00**	$ 398.00
305132	Table, Bar, Silver/Black, 30" Round 42"H	**$ 265.00**	$ 398.00
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	**$ 328.00**	$ 492.00
	Tables - Cocktail		
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	**$ 208.00**	$ 312.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	**$ 213.00**	$ 320.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	**$ 279.00**	$ 419.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	**$ 246.00**	$ 369.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	**$ 322.00**	$ 483.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	**$ 289.00**	$ 434.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	**$ 289.00**	$ 434.00
305022	Table, Cocktail, Visions, 48"L 28"D 17"H	**$ 202.00**	$ 303.00

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Tables - End Tables		
305047	Table, End, Geo, Black, 26"L 26"D 20"H	**$ 185.00**	$ 278.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	**$ 193.00**	$ 290.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	**$ 265.00**	$ 398.00
305046	Table, End, Silverado, 24" Round 22"H	**$ 230.00**	$ 345.00
305045	Table, End, Soho, 26"L 26"D 27"H	**$ 279.00**	$ 419.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	**$ 213.00**	$ 320.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	**$ 213.00**	$ 320.00
305051	Table, End, Visions, 22"L 24"D 21"H	**$ 179.00**	$ 269.00
	Tables - Conference		
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	**$ 234.00**	$ 351.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	**$ 379.00**	$ 569.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	**$ 249.00**	$ 374.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	**$ 379.00**	$ 569.00
305027	Table, Conf., Graphite, 42" Round 29"H	**$ 312.00**	$ 468.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	**$ 421.00**	$ 632.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	**$ 519.00**	$ 779.00
305170	Table, Conf., Gray, 42" Round 29"H	**$ 314.00**	$ 471.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	**$ 421.00**	$ 632.00
305172	Table, Conf., Gray, 96"L 36"D 29"H	**$ 519.00**	$ 779.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	**$ 576.00**	$ 864.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	**$ 326.00**	$ 489.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	**$ 385.00**	$ 578.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	**$ 473.00**	$ 710.00
305177	Table, Conf., Manhattan, 42" Round 29"H	**$ 284.00**	$ 426.00
	Tables - Martini Bar		
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	**$ 2,720.00**	$ 4,080.00
305003	Table, Bar, Martini, 50"L 50"D 47"H	**$ 1,020.00**	$ 1,530.00
	Product Display		
305002	Bookcase, Graphite, 36"L 13"D 71"H	**$ 305.00**	$ 458.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Product Display		
305001	Bookcase, Mahogany, 36"L 13"D 71"H	**$ 305.00**	$ 458.00
305053	Etagere, Black, 30"L 16"D 70"H	**$ 274.00**	$ 411.00
305052	Etagere, Pewter, 30"L 16"D 70"H	**$ 274.00**	$ 411.00
305098	Pedestal, Graphite, 24"L 24"D 36"H	**$ 342.00**	$ 513.00
305100	Pedestal, Graphite, 24"L 24"D 42"H	**$ 361.00**	$ 542.00
305102	Pedestal, Graphite, 30"L 30"D 42"H	**$ 390.00**	$ 585.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	**$ 405.00**	$ 608.00
	Office and Utility Furniture		
305040	Credenza, Graphite, 72"L 24"D 29"H	**$ 425.00**	$ 638.00
305039	Credenza, Mahogany, 72"L 24"D 29"H	**$ 497.00**	$ 746.00
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	**$ 419.00**	$ 629.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	**$ 461.00**	$ 692.00
305138	Desk, Writing, Graphite, 48"L 24"D 30"H	**$ 273.00**	$ 410.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	**$ 359.00**	$ 539.00
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	**$ 385.00**	$ 578.00
305106	Kiosk, Black/Maple, 24"L 21"D 42"H	**$ 413.00**	$ 620.00
305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	**$ 259.00**	$ 389.00
305038	Table, Computer, Graphite, 36"L 30"D 42"H	**$ 274.00**	$ 411.00
305036	Table, Training, Grey, 48"L 24"D 30"H	**$ 267.00**	$ 401.00
	Lamps		
305060	Lamp, Floor, Pewter, 58"H	**$ 137.00**	$ 206.00
305064	Lamp, Lumalight, Orange, 15"L 13"D 90"H	**$ 273.00**	$ 410.00
305065	Lamp, Lumalight, Red, 15"L 13"D 90"H	**$ 273.00**	$ 410.00
305063	Lamp, Lumalight, White, 15"L 13"D 90"H	**$ 273.00**	$ 410.00
305061	Lamp, Parisian, Pewter, 28"H	**$ 134.00**	$ 201.00

Place Order Here

ITEM#	DESCRIPTION	PRICE	X QTY =	TOTAL X	3% PSP =	SUBTOTAL X	8.25% TAX =	GRAND TOTAL
								$
								$
								$
								$
								$
								$
								$
								$
								$
								$
					Payment Enclosed			$

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Convenience Package Order Form

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38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404201	GEM #4 10' x 20' Package *Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.*	**$ 5,710.55**	$ 8,566.60
404001	Chair Package A *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.*	**$ 383.05**	$ 574.60
404024	Display Case Package B *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.*	**$ 820.00**	$ 1,230.00
404002	Chair Package B *Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.*	**$ 326.05**	$ 489.60
404012	Stool Package B *Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.*	**$ 383.55**	$ 576.60
404104	Bar Package *Includes: (2) White Oslo Barstools, (1) Martini Bar.*	**$ 1,528.00**	$ 2,292.00
404101	Barcelona Club Package *Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.*	**$ 1,633.00**	$ 2,458.00
404103	Deluxe Chair Package *Includes: (2) New York Chairs, (1) Cafe Table 36"X29".*	**$ 661.00**	$ 992.00
404110	Newport Collection *Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.*	**$ 1,662.00**	$ 2,493.00
404107	Premium Chair Package *Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".*	**$ 567.00**	$ 852.00
404105	Premium Pedestal Package *Includes: (2) Black Banana Barstools, (1) Locking Pedestal.*	**$ 685.00**	$ 1,028.00
404106	Premium Stool Package *Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".*	**$ 545.00**	$ 818.00
404109	Rio Collection *Includes: (1) Blue Suede Rio Sofa, (1) Blue Suede Rio Chair, (1) Inspiration Coffee Table.*	**$ 1,304.00**	$ 1,957.00
404108	South Beach Club Collection *Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).*	**$ 1,588.00**	$ 2,387.00

Prices include delivery, installation, rental, and removal.
Cancellation Policy: *Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choice

13 oz. Standard Carpet Colors (404201 ONLY).
Gray will be provided if no color is indicated below:
☐ Black ☐ Blue ☐ Blue Jay
☐ Burgundy ☐ Emerald Green ☐ Gray
☐ Pepper ☐ Red

Table Skirt Color (404002, 404012 ONLY).
Gray will be provided if no color is indicated below:
☐ Beige ☐ Black ☐ Blue
☐ Burgundy ☐ Forest Green ☐ Gold
☐ Gray ☐ Purple ☐ Red
☐ Teal ☐ White

Panel Type and Color (404201 ONLY).
Fabric: Gray will be provided if no color is indicated below:
☐ Coated: Black ☐ Coated: Maple
☐ Coated: Oxford White ☐ Coated: Prism Blue
☐ Coated: Silver Gray ☐ Fabric: Black
☐ Fabric: Blue ☐ Fabric: Gray

Trim Metal Color (404201 ONLY).
Silver will be provided if no color is indicated below:
☐ Black ☐ Silver

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	$
C.	Subtotal		A + B = C	$
D.	Rental Tax: 8.25%		C x 8.25% = D	$
E.	Payment Enclosed		C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

060111

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https://ordering.ges.com/Show/Info/042001904

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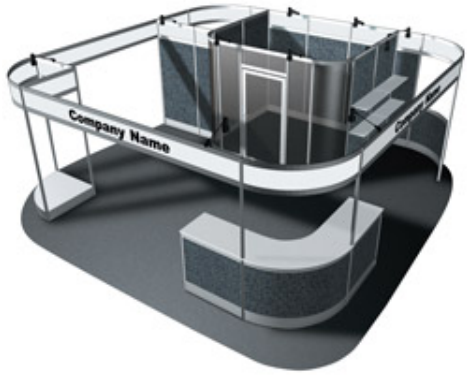
Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:
- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits

600004 - Exhibit System GEM #4, 10'x20' Inline Includes:
- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits

600002 - Exhibit System GEM #2, 10'x10' Inline Includes:
- one custom ID sign
- two arm lights
- two shelves
- one standard 10' x 10' carpet
- no padding

600003 - Exhibit System GEM #3, 10'x10' Inline Includes:
- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display

600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits

Accessories

600410 - Exhibit, Ad Board, 1M x 8'

600110 - Exhibit, Armlight Black

600103 - Exhibit, Counter, 1M Curved

600101 - Exhibit, Counter, 1M x 1/2M x 40"H

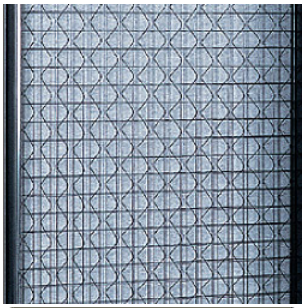
600102 - Exhibit, Counter, 2M x 1/2M x 40"H

600221 - Exhibit, Light Box, Large 37"x85"

600222 - Exhibit, Light Box, Medium 37"x56"

600223 - Exhibit, Light Box, Small 37"x28"

661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M

600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color

- Coated: Black
- Coated: Maple
- Coated: Oxford White
- Coated: Prism Blue
- Coated: Silver Gray
- Fabric: Black
- Fabric: Blue
- Fabric: Gray

Trim Color

- Black
- Silver

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit System Order Form

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38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	20x20 Exhibits		
600005	Exhibit System GEM #5, 20'x20' Island	**$ 8,180.00**	$ 12,270.00
	10x20 Exhibits		
600004	Exhibit System GEM #4, 10'x20' Inline	**$ 5,500.00**	$ 8,250.00
	10x10 Exhibits		
600002	Exhibit System GEM #2, 10'x10' Inline	**$ 1,320.00**	$ 1,980.00
600003	Exhibit System GEM #3, 10'x10' Inline	**$ 2,510.00**	$ 3,770.00
	6ft Table Display		
600001	Exhibit System GEM #1, 6' Tabletop Display	**$ 1,250.00**	$ 1,880.00
	Accessories		
600410	Exhibit, Ad Board, 1M x 8'	**$ 433.00**	$ 650.00
600110	Exhibit, Armlight Black	**$ 64.25**	$ 96.50
600103	Exhibit, Counter, 1M Curved	**$ 597.00**	$ 896.00
600101	Exhibit, Counter, 1M x 1/2M x 40"H	**$ 302.00**	$ 453.00
600102	Exhibit, Counter, 2M x 1/2M x 40"H	**$ 414.00**	$ 621.00
600221	Exhibit, Light Box, Large 37"x85"	**$ 550.00**	$ 825.00
600222	Exhibit, Light Box, Medium 37"x56"	**$ 434.00**	$ 651.00
600223	Exhibit, Light Box, Small 37"x28"	**$ 268.00**	$ 402.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Accessories		
661931	Exhibit, Panel, Slatwall, 1M x 8'	**$ 379.00**	$ 569.00
600291	Exhibit, Panel, Wirewall, 1M	**$ 371.00**	$ 557.00
600243	Exhibit, Shelf, 1M x 10" Deep	**$ 50.50**	$ 75.75
662135	H70 3 Meter Cross Bar	**$ 17.70**	$ 26.50
665221	P80 8ft Pole with Base	**$ 17.70**	$ 26.50

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Cancellation Policy: *Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choices

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).
Gray will be provided if no color is indicated below:

☐ Black ☐ Blue ☐ Blue Jay
☐ Burgundy ☐ Emerald Green ☐ Gray
☐ Pepper ☐ Red

Table Skirt Color (600001 ONLY).
Gray will be provided if no color is indicated below:

☐ Beige ☐ Blue ☐ Burgundy
☐ Forest Green ☐ Gold ☐ Gray
☐ Purple ☐ Red ☐ Teal
☐ White ☐ Black

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Fabric: Gray will be provided if no color is indicated below:

☐ Coated: Black ☐ Coated: Maple
☐ Coated: Oxford White ☐ Coated: Prism Blue
☐ Coated: Silver Gray ☐ Fabric: Black
☐ Fabric: Blue ☐ Fabric: Gray

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Silver will be provided if no color is indicated below:

☐ Black ☐ Silver

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

Cancellation Policy: *Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of orignal price after installation.*

For Additional Custom Graphics, please go to http://www.ges.com/graphics/quote/
For Custom Exhibits, please send a request to email gesed@ges.com

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Total All items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	$
C.	Subtotal		A + B = C	$
D.	Rental Tax: 8.25%		C x 8.25% = D	$
E.	Payment Enclosed		C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

033012

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Digital File Preparation

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June 4 - 7, 2012

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	**Preferred Format**
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	**Preferred Format**
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

gif
@ 400%
Vectors
Text @ 100%

ai / eps vector
@ 400%
Vectors
Outlined Text

Vector Artwork

For the best quality, artwork should be created in **vector format** (**ai** or vector **eps**).
Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.**
See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format** (**ai** or vector **eps**).
Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.

Low Resolution
(**72dpi**) jpeg 88 Kb

High Resolution
(**300dpi**) jpeg 3.52 Mb

Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.**
See Visual.

PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.
Make sure images are saved at high resolution (300dpi).
See Visual.

Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

	HOST	USER NAME:	PASSWORD:
SouthEast Region Shows	ftp://csftp.ges.com/SouthEast	gesseftp	k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

060111

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Graphics and Signage Order Form

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38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	**$ 159.00**	$ 239.00
600506	Sign, 11"x14"	**$ 68.00**	$ 102.00
600507	Sign, 14"x22"	**$ 82.00**	$ 123.00
600508	Sign, 14"x44"	**$ 96.00**	$ 144.00
600509	Sign, 20"x60"	**$ 267.00**	$ 401.00
600510	Sign, 22"x28"	**$ 114.00**	$ 171.00
600512	Sign, 28"x44"	**$ 224.00**	$ 336.00
600514	Sign, 40"x60"	**$ 449.00**	$ 674.00
600515	Sign, 48"x96"	**$ 727.00**	$ 1,090.00
600501	Sign, 7"x11"	**$ 56.00**	$ 84.00
600502	Sign, 7"x44"	**$ 62.50**	$ 93.75
600547	Easel Back	**$ 9.60**	$ 14.40

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- *Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)*
- *Vinyl or Mesh Banners for use in your booth*
- *Backlit graphics for lightboxes and display cases*
- *Custom fit / contour cut / 3D graphics for eye catching effects*
- *Printing on specialized materials*

For a quotation, please visit: *http://www.ges.com/graphics/quote/*

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	**$ 170.00**	$ 245.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	**$ 220.00**	$ 295.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	**$ 200.00**	$ 250.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	**$ 325.00**	$ 375.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	**$ 300.00**	$ 350.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	**$ 425.00**	$ 475.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	**$ 180.00**	$ 280.00

Please Indicate Choice

Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)

☐ Black ☐ White ☐ Gray

☐ Printed Base -Additional Cost $19.57 (Item # 601099)
Please add to total and include graphics in digital file submission.

I have NOT sent my print ready file(s) to GES
Please let us know when you expect to submit your artwork:

☐ I need assistance submitting my file(s), please contact me
☐ I will be submitting my file by (date) _____
☐ I need GES to set my copy
Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES
Check the submission type used below:

☐ I put them on the GES FTP site
☐ I sent them to the gesgraphics@ges.com mailbox
☐ I sent a disc via USPS, FedEx, UPS or other
☐ I sent them directly to a GES employee (insert name below)

_____

Orders placed at show site are subject to availability and will incurr a 20% Late Order Charge.

Digital File Submission:
You can upload your file(s) after sending in your order using the information below.

ftp://csftp.ges.com/SouthEast
USER NAME: gesseftp
PASSWORD: k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
A.	Total All items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	$
C.	Subtotal		A + B = C	$
D.	Sales Tax: 8.25%		C x 8.25 % = D	$
E.	Payment Enclosed		C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

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Installation and Dismantling Order Form

L-1

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June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012
Go to below link to view images and information:
http://ges.com/ecomm/info/IandD.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Exhibitor may unpack and place merchandise.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Orders placed at show site will be completed in the order in which they are received.

(Please refer to the Exhibitor Rights listed on form G-6 if you have any questions regarding when union labor is required.)

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Install & Dismantle, ST	Code: 705000	$ 75.50	$ 94.50	$ 113.00
Install & Dismantle, OT	Code: 705000	$ 113.00	$ 141.00	$ 170.00
Install & Dismantle, DT	Code: 705000	$ 151.00	$ 189.00	$ 227.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)
GES will supervise labor to:
- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:
☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8.25% TAX	=	GRAND TOTAL
	AM PM	AM PM															$
	AM PM	AM PM															$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

A.	Total Labor Ordered	$
B.	25% ($50.00 min) GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Need Assistance?

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Key Information\Supervised Labor Checklist

L-2

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ **Setup Drawings/Instructions Attached**
☐ **Setup Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Setup _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color _____
☐ Padding _____
Approximate Time for Setup _____
Special Equipment Required _____
Description _____
Description _____

Did You Order ---

Electrical Outlets ☐ Yes ☐ No Electrical Labor/Boothwork ☐ Yes ☐ No Electrical Under Carpet ☐ Yes ☐ No
Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit
Booth Cleaning ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
A/V Equipment ☐ Yes ☐ No
Telephone/Internet ☐ Yes ☐ No
Other Items _____

Tear-down Information for GES Dismantle

☐ **Tear-down Drawings/Instructions Attached**
☐ **Tear-down Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Tear- down _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color _____
☐ Padding _____
Approximate Time for Tear-down _____
Special Equipment Required _____
Description _____
Description _____

Outbound Freight Information

Outbound Freight Charges _____
☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)
☐ Bill To _____
_____
_____
☐ GES Storage _____

Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____ Cell Phone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization ☐ Yes ☐ No

*This Form must be returned to GES for your orders to be processed.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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In-Booth Forklift and Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour		Discount	Regular	Show Site
5,000#, ST	Code: 705200	$ 142.50	$ 178.00	$ 214.00
5,000#, OT	Code: 705200	$ 200.00	$ 250.00	$ 300.00
5,000#, DT	Code: 705200	$ 257.00	$ 321.00	$ 386.00

Worker per Hour		Discount	Regular	Show Site
Freight, ST	Code: 705030	$ 75.50	$ 94.50	$ 113.00
Freight, OT	Code: 705030	$ 113.00	$ 141.00	$ 170.00
Freight, DT	Code: 705030	$ 151.00	$ 189.00	$ 227.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site
Labor ordered at showsite will be filled on a first-come/first-serve basis.

Please Indicate Service

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Recrating
☐ Reskidding

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF FORKLIFTS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8.25% TAX	=	GRAND TOTAL
	AM PM	AM PM															$
	AM PM	AM PM															$
	AM PM	AM PM															$
	AM PM	AM PM															$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

☐ Payment Enclosed $

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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Hanging Sign / Truss Labor Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Austin Convention Center, Hall 4
June 4 - 7, 2012

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

GES is responsible for assembly, installation, and removal of all truss.

Remember:

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

Please complete and return the
Hanging Sign / Truss Labor Order Form (H-2) by May 11, 2012.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Shipping Instructions

All hanging signs should be received in advance at the GES Warehouse by May 30, 2012.
Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

040412

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USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a

H RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

38th IEEE Photovoltaic Specialists Conference

NAME OF EXHIBITION *042001904*

Booth Number

C/O GES
Raceway Crossing Building 3
16310 Bratton Lane
Suite 300
Austin, TX 78728
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 1, 2012 - Wednesday, May 30, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

H RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

38th IEEE Photovoltaic Specialists Conference

NAME OF EXHIBITION *042001904*

Booth Number

C/O GES
Raceway Crossing Building 3
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Suite 300
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CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

GES Global Experience Specialists — Hanging Sign / Truss Labor Order Form

H-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Lift w/3 Workers Per Hour		Discount	Regular	Show Site
High Lift, ST	Code: 705300	$ 517.00	$ 646.00	$ 776.00
High Lift, OT	Code: 705300	$ 646.00	$ 808.00	$ 969.00
High Lift, DT	Code: 705300	$ 776.00	$ 970.00	$ 1,160.00

Worker per Hour		Discount	Regular	Show Site
Rigging, Hanging Sign, ST	Code: 705020	$ 75.50	$ 94.50	$ 113.00
Rigging, Hanging Sign, OT	Code: 705020	$ 113.00	$ 141.00	$ 170.00
Rigging, Hanging Sign, DT	Code: 705020	$ 151.00	$ 189.00	$ 227.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **GES Supervised (OK to Proceed)**
A 30% ($60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling.*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)
☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)
☐ Square ☐ Rectangle ☐ Triangle
☐ Circle ☐ Other _____

Dimensions & Weight of Sign
Width_____ Length_____ Height_____ Weight_____lbs
#_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.
☐ Yes ☐ No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.
☐ Yes ☐ No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF LIFT W/ CREW	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8.25% TAX	=	GRAND TOTAL
	AM PM	AM PM															$
	AM PM	AM PM															$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X | AUTHORIZED NAME - PLEASE PRINT | DATE

A.	Total Labor Ordered	$
B.	30% ($60.00) GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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GES Global Experience Specialists — Cleaning Order Form

J-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Discount Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Vacuuming		
	Includes emptying your wastebasket nightly.		
500601	Before Show Open Only (per sq. ft.)	**$ 0.51**	$ 0.77
500600	Duration of Show (per sq. ft. per day)	**$ 0.38**	$ 0.57
500602	Per Day (per sq. ft. per day)	**$ 0.48**	$ 0.72
	Shampooing		
501004	Cleaning, Carpet Shampoo Before Show Open	**$ 0.69**	$ 1.04
	Mopping and Waxing		
501002	Cleaning, Damp Mop & Wax	**$ 0.92**	$ 1.38
	Porter service		
	GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.		
501010	Porter Service, 0-500 sq.ft., Per Day	**$ 96.50**	$ 145.00
501010	Porter Service, 501-1500 sq.ft., Per Day	**$ 124.00**	$ 187.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	**$ 337.00**	$ 505.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	**$ 394.00**	$ 591.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

Cancellation Policy: *Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.*

Show site cleaning orders must be placed a minimum (1) one hour prior to show open, are subject to availability, and will incur a 20% Late Order Charge.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Porter Service, ST	Code: 705010	$ 37.75	$ 46.25	$ 55.50
Porter Service, OT	Code: 705010	$ 56.50	$ 69.50	$ 83.25
Porter Service, DT	Code: 705010	$ 75.50	$ 92.50	$ 111.00

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service

Calculate Total Square Footage
Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

_____ _____ _____

_____ _____ _____

_____ _____ _____

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			4	$
500602	Vacuuming Per Day				$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			$
501004	Shampooing Before Show Only			$
501002	Mop/Wax Before Show Only			$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS =	TOTAL PRICE
	Porter service			$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 3 % = B	$
C.	Subtotal	A + B = C	$
D.	Labor Tax: 8.25%	C x 8.25% = D	$
E.	Payment Enclosed	C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

033012

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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Payment and Credit Card Charge Authorization

G-2

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER			CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.
Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
Method of Payment — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a $50.00 fee for returned NSF checks.*
Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.
Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.
Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 888-715-1000 ext 50118

Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES address listed on the order forms:
- *exhibiting company name, show name, show facility, and booth number*
- *date and amount of wire transfer*
- *bank and country where transfer originated*

- **If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.**
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ *Corporate Card* ☐ *Personal Card*

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE ***EXPIRATION DATE*** ____

☐ MasterCard
☐ VISA
☐ American Express

*Signature Required Below

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

Calculation of Orders

	TOTAL
Material Handling	$
Carpet	$
Furniture & Accessories	$
Specialty Furniture	$
Standard Exhibit Systems	$
Graphics & Signage	$
Installation & Dismantling Labor	$
In-Booth Forklift & Labor	$
Hanging Sign Labor	$
Cleaning	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	**$**

To simplify payment, send a check payable to Global Experience Specialists, Inc. (GES) for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: **$**

Enclosed is a check in the amount of: **$**

Check Number: ____ Dated: ____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X ____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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3rd Party Billing Request

G-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm** Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party** Credit Card Authorization.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information

EXHIBITING FIRM

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

The items checked below are to be invoiced to the Exhibiting Firm:

- ☐ Booth Cleaning
- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ In-Booth Forklift Labor
- ☐ Material Handling In & Out
- ☐ Rental Carpet
- ☐ Rental Furniture
- ☐ Signs
- ☐ Transportation Charges
- ☐ Other *(Please Specify)* _____

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT | DATE

STEP 2: Exhibiting Firm Credit Card Charge Authorization

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

Account Number

_____ - _____ - _____ - _____

EXPIRATION DATE

- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ *Corporate Card*
- ☐ *Personal Card*

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

PLEASE SIGN X

CARDHOLDER'S SIGNATURE

CARDHOLDE' NAME - PLEASE PRINT | DATE

☐ Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site. (Forms L3 and L4 must be completed for admission)

STEP 3: Third Party - Complete Below Information

THIRD PARTY

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

The items checked below are to be invoiced to the Third Party:

- ☐ Booth Cleaning
- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ In-Booth Forklift Labor
- ☐ Material Handling In & Out
- ☐ Rental Carpet
- ☐ Rental Furniture
- ☐ Signs
- ☐ Transportation Charges
- ☐ All Services
- ☐ Other *(Please Specify)* _____

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT | DATE

STEP 4: Third Party Credit Card Charge Authorization

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

Account Number

_____ - _____ - _____ - _____

EXPIRATION DATE

- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ *Corporate Card*
- ☐ *Personal Card*

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

PLEASE SIGN X

CARDHOLDER'S SIGNATURE

CARDHOLDE' NAME - PLEASE PRINT | DATE

032112

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/042001904

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Booth Layout Form

H-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

38th IEEE Photovoltaic Specialists Conference
Austin Convention Center, Hall 4
June 4 - 7, 2012

Form Deadline Date:
May 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Hanging Signs/Truss - Form H-2
- ☐ Show Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

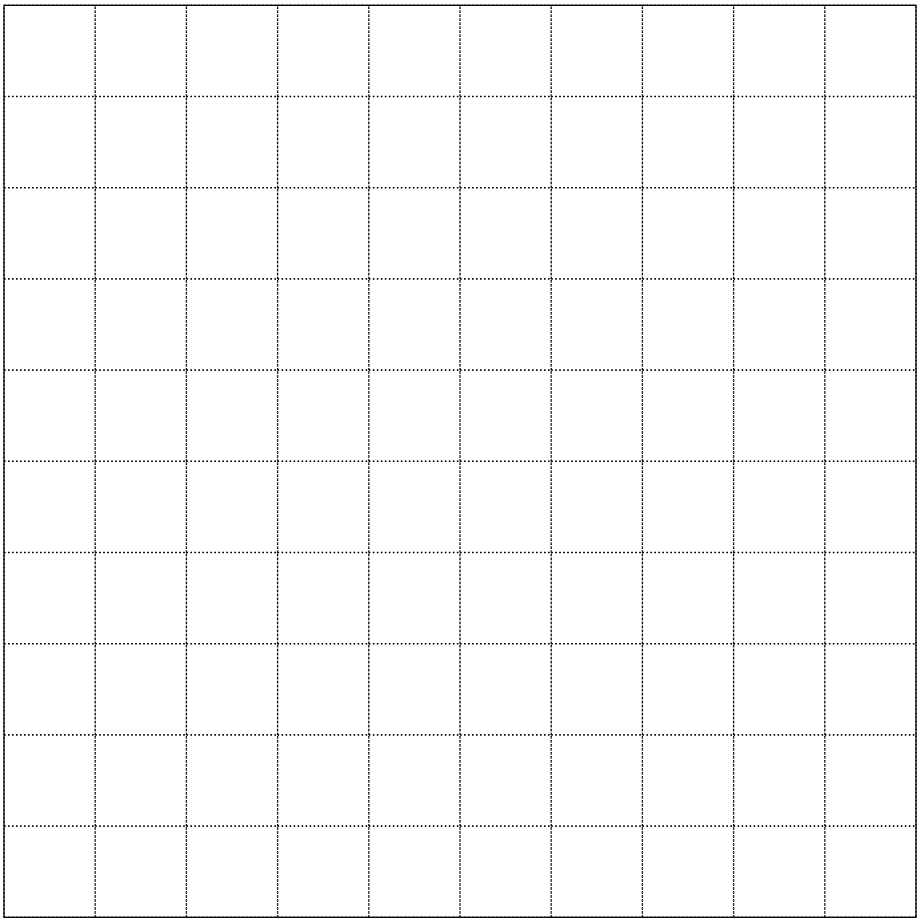
To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (indicate adjacent booth or aisle number:_____)

***This form must be returned to GES for your orders to be processed.**

033012

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Additional Service Order Forms

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Event: 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012

Discount Deadline: Friday, May 18, 2012

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the order discount deadlines and services restrictions.

The ACCD Exhibitor Services Division offers services at a discount and standard rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked by the set deadline date above, with payment in full. Orders not received prior to the deadline will qualify for the standard rates, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibitor Services.

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Teddy Kim
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Ordering Instructions

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.

AUSTIN CONVENTION CENTER DEPARTMENT

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Order Form

Event: 100008515 - 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Discount Deadline: 5/18/2012**

Exhibitor Information

Company Name	Booth No
Address	Contact Phone Number
City State Zip	Fax Number
Contact Person	Contact's email Address

Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.		TOTAL AMOUNT DUE		

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH.
Make check or money order payable to 'Austin Convention Center.'

☐ CHECK ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB

Credit Card Number Expiration

Cardholder Signature

☐ BANK TRANSFER

For wire transfers, please contact Toni Fulton at 512-404-4229.
Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.
Note: Customers are responsible for all bank processing fees.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.

Authorized Signature Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 5/18/2012 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. NO EXCEPTIONS

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION

AUSTIN
CONVENTION CENTER
DEPARTMENT

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Installation Notice

Effective October 2011

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

AUSTIN
CONVENTION CENTER
DEPARTMENT

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Wi-Fi Operating Guidelines

Effective October 2011

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

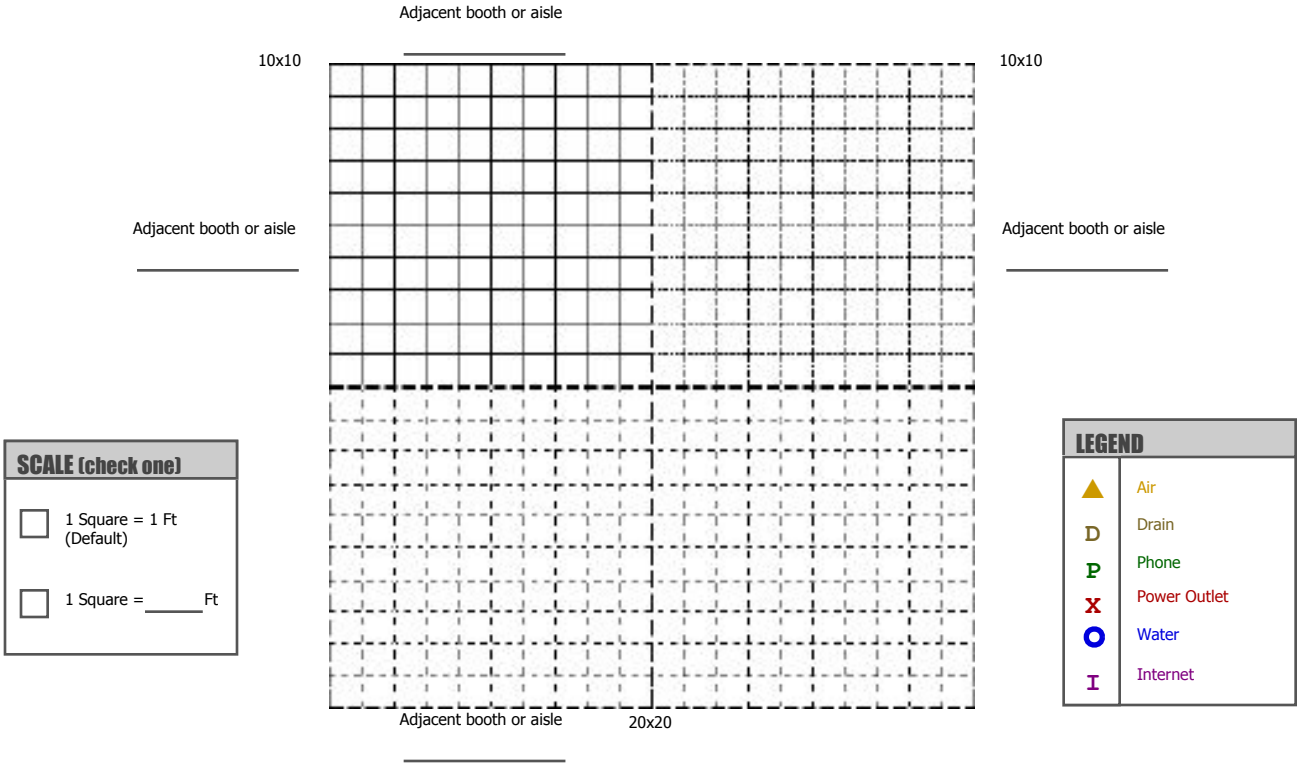
ACCD Exhibitor Services - Floor & Booth Layout

Event: 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Discount Deadline: 5/18/2012**

Utility Service Distribution Grid

- Please use grid should you not have a floor plan to submit.
- Mark the adjoining booth # or aisle for orientation
- Use the coordinates or the boxes as a scale for placement of services.
- Labor charges will be applied to your order form as outlined in our labor guidelines.

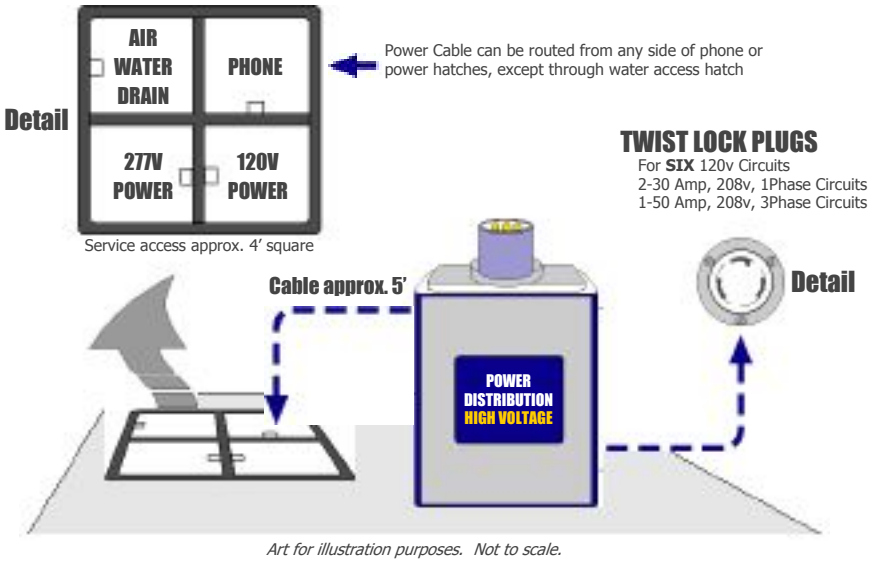
Company Name	Booth Number



Service Access/Power Distribution Box Information

The Austin Convention Center has utility service access located in the floor 30' apart. These show up on the floor plan as small squares. Contact your Show Manager to obtain a show floor plan. A power distribution box spreads electrical power to the booths. It is approximately 24" x 18" x 6" with a 5' long, 2" thick cable plugged into the service hatch. We plug twist-lock extension cords in to the distribution boxes and run cords to your booth.

If its location is inconvenient, we can usually reposition the box or cover it. We can also remove it provided no other exhibitors are powered by it, but this restricts the amount of power we can deliver and may require sharing of electrical circuits. In addition, we will assess an additional charge for labor if you elect to have it replaced. Please call prior to your event if you have any questions.



Art for illustration purposes. Not to scale.

AUSTIN CONVENTION CENTER DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Electrical Price Schedule

Event: 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Discount Deadline: 5/18/2012**

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price
E101	120 Volt Outlet 0-1000 Watts (8 Amps)	$68.00	$90.00
E102	120 Volts 15 AMP	$75.00	$100.00
E103	120 Volts 20 AMP	$83.00	$110.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	$101.00	$135.00
E201	120 Volt Outlet 0-1000 Watts (8 Amps) - Ceiling Power (Contact ACCD	$68.00	$90.00
E202	120 Volts 15 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	$75.00	$100.00
E203	120 Volts 20 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	$83.00	$110.00
E204	120 Volts 30 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	$101.00	$135.00

Labor

Product ID	Product Description	Discounted Price	Standard Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	$45.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	$60.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price
P201	208 Volts/Single Phase 20 AMP	$135.00	$180.00
P202	208 Volts/Single Phase 30 AMP	$169.00	$225.00
P204	208 Volts/Single Phase 60 AMP	$263.00	$350.00
P302	120/208 Volts/3 Phase 20 AMP	$225.00	$300.00
P303	120/208 Volts/3 Phase 30 AMP	$263.00	$350.00
P305	120/208 Volts/3 Phase 60 AMP	$435.00	$580.00
P310	120/208 Volts/3 Phase 100 AMP	$675.00	$900.00
P320	120/208 Volts/3 Phase 200 AMP	$994.00	$1,325.00
P340	120/208 Volts/3 Phase 400 AMP	$2063.00	$2,750.00

General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
  - A. Labor is charged for:
    1. All electrical services of 30 amps or any 208V source
    2. Any four (4) services in one (1) booth
    3. Installation of utilities after booth display and/or carpet has been installed
    4. Relocating/moving installed services
    5. Installing services in location other than location most convenient to booth
    6. Re-taping electrical cords
    7. Resetting breakers due to exhibitor equipment
  - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  - C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

AUSTIN CONVENTION CENTER DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Telephone Price Schedule

Event: 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Discount Deadline: 5/18/2012**

Telephone

Product ID	Product Description	Discounted Price	Standard Price
T101	Local Only Phone Line	$150.00	$200.00
T102	Local/Long Distance Phone Line	$188.00	$250.00
T103	Telephone Set Rental (Credit Card Deposit Required)	Discount N/A	$0.00
T301	MultiLine/Speakerphone-Local	$263.00	$350.00
T302	MultiLine/Speakerphone-Long Distance	$263.00	$350.00
T401	Specialty Programming	Discount N/A	$50.00

Telephone Service Terms and Conditions

- **Local Service**
  1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
  2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

- **Long Distance**
  1. Allows both local and long distance dialing.
  2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
  3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
  4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

- **Phone Set**
  1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged ($50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
  2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact Ethe ACCD xhibitor Services Division.
  3. Rental of telephone hand sets may not be discounted.

- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
  3. No Discount available for Special Programming services.

- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

AUSTIN CONVENTION CENTER DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Technology Price Schedule

Event: 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Discount Deadline: 5/18/2012**

Technical Services

Product ID	Product Description	Discounted Price	Standard Price
AV101	AV Patch Fee, Exhibit Halls/Ballrooms (per Day)	Discount N/A	$100.00
AV102	AV Patch Fee, Exhibit Meeting Rooms (per Day)	Discount N/A	$50.00
H101	Internet Connection	$500.00	$665.00
H102	Additional IP Address (Requires H101 Purchase and does NOT include cable.)	$150.00	$200.00
H103	Premium Internet Service (Includes 1 Public IP Address)	750.00	$995.00
H302	Class "C" Internet Service (Up to 250 IP's)	$3750.00	$5,000.00
H303	Circuit Extension from Demarcation to Booth	$1500.00	$2,000.00
H311	Network Data Patch	$300.00	$400.00
H312	Network Patch Cable (Up to 30ft.)	40.00	$50.00
H402	Ethernet Switch-Managed	$600.00	$800.00
H405	Ethernet Switch-Unmanaged	$225.00	$300.00
H601	Basic Cable TV Coax patch	Discount N/A	$300.00
H901	Service Desk Internet Connection	Discount N/A	$0.00

Labor

Product ID	Product Description	Discounted Price	Standard Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	100.00	$135.00
M104	Overtime Technical Labor per Hr. (12AM - 6AM and holidays)	125.00	$165.00
RL103	AV Technician - Labor	$60.00	$80.00

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:
- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:
- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

AUSTIN CONVENTION CENTER DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Equipment Price Schedule

Event: 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Discount Deadline: 5/18/2012**

Equipment

Product ID	Product Description	Discounted Price	Standard Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	$25.00
L106	Adaptor	$19.00	$25.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price
A101	Compressed Air (Per Connection)	$150.00	$200.00
A501	Water and Drainage (Per Connection)	$173.00	$230.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- **Rental Equipment Deposit**
  1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
  2. The credit card information section under Payment Method section on the order form must be completed.
  3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

- **Rental Equipment Pick Up and Return**
  1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
  2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
  3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
  4. Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- **Compressed Air**
  1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
  2. Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to ı" hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of $230.00

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4123

ACCD Exhibitor Booth Security Order Form

Event: 100008515 - 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Security Discount Deadline: 5/1/2012**

Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

IMPORTANT ORDERING INFORMATION

1. Complete the exhibitor information above.
2. Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.
3. Faxing your order:
   - Fax orders to 512-404-4123
   - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.
4. Mailing your order:
   - Mailing address: Austin Convention Center
     Attn: Security Services Division
     P.O. Box 1088
     Austin, TX 78767
   - To prevent duplication of your order, please **do not mail and fax your order form**.
5. Payment method:
   - Payment in full must accompany your order.
   - Payment may be made by credit card, money order, cash or check.
   - Checks or Money Orders - Make payable to the Austin Convention Center
   - Credit Cards - Be sure to provide complete customer information.
   - All outstanding balances must be settled on site.
6. Questions:
   Please call 512-404-4000 and request the Security Services Division

UNARMED BOOTH SECURITY

1. 2012 IEEE PVSC Annual Meeting requests for **unarmed security** must be received by 5/1/2012 to receive the incentive rate of $23.00/hr with a four (4) hr minimum. Requests received after 5/1/2012 will be billed a the base rate of $31.00/hr with a four (4) hr minimum. **Requests for unarmed security on a holiday will be billed the holiday rate of $34.00/hr with a four (4) hr minimum.**
2. Requests for unarmed security are limited to available resources on site. If unarmed security is not available, a licensed peace officer will be used to fill the position at the rate of $60.00/hr with a four (4) hr minimum.
3. Provide specific instructions required for booth security staff duties.
4. Identify the quantity of the booth security staff you need.
5. Provide the date/s and time/s the booth security staff will be scheduled to work.
6. List the total number of hours security is scheduled for this event.
7. All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

LICENSE TEXAS PEACE OFFICERS

1. The rate for a licensed peace officer is $60.00/hr with a four (4) hour minumum. Please call for availability.
2. **Only** Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

TERMS AND CONDITIONS

1. Credit will not be given for services ordered and not used.
2. A four (4) hour minimum will be charged unless otherwise specified.
3. Charges will be made in one-half (1/2) hour increments after the initial four (4) hour minimum.

Event: 100008515 - 2012 IEEE PVSC Annual Meeting Event Dates: 6/1/2012 to 6/8/2012 **Security Discount Deadline: 5/1/2012**

AUSTIN CONVENTION CENTER DEPARTMENT

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4123

ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security

DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
4/16/2008	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until released.	7
4/16/2008	12:00AM - 10:30AM	Same as above.	10.5
		TOTAL # OF HOURS:	**17.5**

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security

DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
		TOTAL # OF HOURS:	

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH.
Make check or money order payable to 'Austin Convention Center.'

☐ CHECK ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB

Credit Card Number Expiration

Cardholder Signature

☐ BANK TRANSFER

For wire transfers, please contact Toni Fulton at 512-404-4229.
Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.
Note: Customers are responsible for all bank processing fees.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.

Authorized Signature Date

AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be respon- sible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will sub- mit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.

4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

    a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.

    b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.

    c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.

6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.

7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

Continued

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

    a) Display or storage of LPG (liquid propane gas)
    b) Flammable or combustible liquids
    c) Flammable gas
    d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible of flame- retardant properties must be available on-site.
    e) Welding or cutting equipment for show set-up or for demonstration purposes
    f) Gas-fired appliances for demonstration purposes
    g) Salamander stoves
    h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
    i) Any cooking or heat-producing devices

13. The following are related to the display of automotive vehicles and equipment:

    a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
    b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
    c) Ignition keys are to be removed and placed in a central location on site.
    d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
    e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
    f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following related to food shows:

    a) Deep fat fryers are not allowed in the facility.
    b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

SUBMIT ORDERS TO:
PRG, LLC
tradeshows@prg.com

1053 Willingham Drive
Atlanta, GA 30344
Phone: (404) 214-4800
Toll Free: (888) 844-4225

PRG
OFFICIAL SERVICE PROVIDER

TO ORDER

Order Online: https://orders.prg.com
Online Order Code:

Company: _____ Booth Number: _____

Prices listed are for show duration.

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
	DISPLAY PACKAGES		
	42" Plasma Monitor + DVD Player + Floor Stand Includes: Monitor (16:9, 1024x768 resolution), Floor stand, and DVD Player is consumer grade (NTSC)	$1,092.50	
	42" Plasma Monitor + Laptop Computer + Floor Stand Includes: Monitor (16:9, 1024x768 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	$1,322.50	
	50" Plasma Monitor + DVD Player + Floor Stand Includes: Monitor (16:9, 1280x768 resolution), Floor stand, and DVD Player is consumer grade (NTSC)	$1,368.50	
	50" Plasma Monitor + Laptop Computer + Floor Stand Includes: Monitor (16:9, 1280x768 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	$1,598.50	
	HD AND SD FLATSCREEN DISPLAYS **TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!** **NOTE: Displays do NOT include floor stands. Floor stands must be ordered separately. See under "*Video*".**		
	19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer input only) What is your visual source? **Computer only** How will you mount this display? **Table top** **Wall** **Other** _____	$195.50	
	24" LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$379.50	
	32" LCD Monitor (16:9 / 1365x768 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$632.50	
	40" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$862.50	
	42" Plasma Monitor (16:9 / 1024x768 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$862.50	
	46" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$977.50	
	50" Plasma Monitor (16:9 / 1280x768 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$1,150.00	
	52" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$1,265.00	
	61" Plasma Monitor (16:9 / 1365x768 Resolution) What is your visual source? **Computer** **DVD** **Other/Specify** _____ How will you mount this display? **Table top** **Wall** **Other** _____	$2,185.00	

Advanced Rate Deadline is
Orders received after the Advanced Rate Deadline are subject to an additional 20% charge on equipment.

Page 1 Equipment Subtotal _____

NO DRAYAGE CHARGES ON PRG EQUIPMENT!

Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
	VIDEO		
	Monitor Floor Stand w/ Shelf (Select if you are ordering a display from PRG)	$195.50	
	Monitor Floor Stand w/ Shelf (Select if you are providing your own monitor) **NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.**	$287.50	
	DVD Player (Consumer grade - NTSC, Format USA)	$126.50	
	DVD Player (Pro grade - NTSC / PAL / SECAM International Multi format)	$218.50	
	Blu-ray Player (Consumer grade - NTSC)	$172.50	
	26" LCD Monitor w/ built-in DVD Player (16:9 / 1366x768)	$460.00	
	Video DA (used to send a DVD player source to multiple displays)	$80.50	
	COMPUTER PACKAGES		
	PC Desktop / 19" LCD Monitor (4:3 / 1280x1024 resolution) Includes: PC Desktop (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse	$195.50	
	PC Desktop / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: PC Desktop (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse	$379.50	
	Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse	$494.50	
	LAPTOPS AND COMPUTER ACCESSORIES		
	PC Laptop (with Windows XP / Microsoft Office 2007	$379.50	
	Apple Laptop (MacBook Pro w/ OS 10.0)	$517.50	
	Laser Printer (Black & White)	$379.50	
	USB Keyboard & Mouse	$34.50	
	Wireless Keyboard & Mouse	$69.00	
	Computer Speakers	$46.00	
	8-Port Ethernet Hub	$69.00	
	Computer DA (used to send one computer signal to multiple displays)	$80.50	
	PROJECTORS AND SCREENS		
	LCD Projector (3000 Lumens / 1024x768 resolution)	$575.00	
	LCD Projector (4500 Lumens / 1024x768 resolution)	$690.00	
	Tripod Screen (with black skirt)	$69.00	
	AUDIO		
	350 Watt Sound System (Includes 2 Speakers with stands, and a mixing console)	$460.00	
	Wireless Microphone - Select one: **Handheld Headset Lavalier**	$322.00	
	Wired Microphone - Select one: **Handheld Headset Lavalier**	$69.00	
	6-Channel Audio Mixing Console	$172.50	

Page 2 Equipment Subtotal _____

Page 1 Equipment Subtotal _____

Add the Page 1 and Page 2 Equipment Subtotals ← **Equipment Total** _____

of Equipment Total ← **Required Sales Tax** _____

30% of Equipment Total, or $125 *minimum,* whichever is greater ← **Required Labor Service Charge** _____

10% of Equipment total, see next page for details ← **Optional Damage Waiver** _____

Grand Total _____

Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline are subject to an additional 20% charge on equipment.

Company: _____ Booth Number: _____

AGREEMENT INFORMATION

Optional Damage Waiver: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to $2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact us for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers.

Rental Rates: The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If order is place after the Advanced Rate Deadline, add an additional 20% to the equipment total.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

PAYMENT INFORMATION

Credit Card: 15 Card Numbers | 16 Card Numbers | 16 Card Numbers

Card Number: | | | | | | | | | | | | | | | | **Expiration Date:** | | | | MONTH YEAR

Cardholder's Name: _____ **Cardholder's Signature:** _____

Cardholder's Address: _____

City: _____ **State:** _____ **Zip Code:** _____

COMPANY INFORMATION

Company Name: _____

Address: _____

_____

_____

Phone: _____

Fax: _____

Contact: _____

Email: _____

DELIVERY INFORMATION

Show Name:

Location:

Booth#/Rm#: _____ **Booth size:** _____

Delivery Date: _____

Delievery Time: (select one) 8AM-10AM 10AM-12PM 1PM-3PM 3PM-5PM

On-site Contact: _____

On-site Phone _____

TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM

NOTE: Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG **TOLL FREE** at **888-844-4225**, or email at **tradeshows@prg.com**. We look forward to serving you, your staff and company at the event. Visit us online at **www.prg.com**

The 38th IEEE Photovoltaic Specialists Conference
Conference Dates: June 3-8, 2012
Expo Dates: June 4-7, 2012
Austin Convention Center, Austin, TX

Security Tips:

Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the show until the moment the exhibit is dismantled and shipped out.

It is the responsibility of each exhibiting company to provide adequate insurance coverage. The IEEE, Palisades Convention Management (PCM), Global Experience Specialists (GES), the Austin Convention Center and their employees or agents will not be responsible or liable for any damages to your equipment or any theft of your equipment however it occurs.

In addition to adequate insurance coverage, here are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading. Do not indicate the contents on the shipping container.
- Be aware that freight shipped in advance, directly to the drayage contractor, will be delivered to the booth prior to exhibitor move-in.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost of damaged materials during the show to the in-house Security Office and Show Management.
- Irreplaceable articles and small, easily carried items should be removed from the hall at night. (Individual booth security can also be ordered.)
- Do not put any article of value or product you will need during the show in a container marked “Empty Storage”. Empties will be removed from the show floor and will not be accessible until the break of the show.
- **Do not leave any personal items such as purses, wallets, briefcases, cameras, blackberries, laptop computers or cellular phones under skirted tables, exposed or unguarded in the booth at <u>any time</u> during the show**
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

Please remember, you are responsible for your company’s exhibit materials and all products. With proper planning and attention to details, you can ensure your company’s successful participation in the 38th IEEE Photovoltaic Specialists Conference.

38th IEEE Photovoltaic Specialists Conference

Austin Convention Center, Hall 4
June 4 - 7, 2012

3

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